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federal register

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Questions and requests for specific information may be directed to the telephone numbers listed under INFORMATION AND ASSISTANCE in the READER AIDS section of this issue.

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This section of the FEDERAL REGISTER contains regulatory documents having general applicability and legal effect, most of which are keyed to and codified in the Code of Federal Regulations, which is published under 50 titles pursuant to 44 U.S.C. 1510.
The Code of Federal Regulations is sold by the Superintendent of Documents. Prices of new books are listed in the first FEDERAL REGISTER issue of each month.

DEPARTMENT OF AGRICULTURE

Agricultural Marketing Service

7 CFR Part 959

Onions Grown in South Texas; Amendment to Handling Regulation

AGENCY: Agricultural Marketing Service, USDA.

ACTION: Final rule.

SUMMARY: This final rule amends the continuing regulation § 959.322 to exempt shippers on May 29, 1983, from the usual Sunday shipping prohibition. The amendment will enable handlers to pack and ship onions that Sunday which would otherwise be lost due to extremely adverse weather conditions in the production area.

EFFECTIVE DATE: May 29, 1983.

FOR FURTHER INFORMATION CONTACT: James B. Wendland, Acting Chief, Vegetable Branch, F&V, AMS, USDA, Washington, D.C. 20250 (202) 447-2615. Copies of the marketing policy are available from him.

SUPPLEMENTARY INFORMATION: Paperwork Reduction Act.

Information collection requirements contained in this regulation (7 CFR Part 959) have been approved by the Office of Management and Budget under the provisions of 44 U.S.C. Chapter 35 and have been assigned OMB #0581-0074. This rule received emergency clearance by telephone from OMB on May 27, 1983.

The rule has been reviewed under Secretary's Memorandum 1512-1 and Executive Order 12291 and has been designated a "nonmajor" rule. William T. Manley, Deputy Administrator, Agricultural Marketing Service, has certified that this action will not have a significant economic impact on a substantial number of small entities because it would not significantly affect costs for the directly regulated handlers.

Marketing Agreement No. 143 and Order 959, both as amended, regulate the handling of onions grown in designated counties in South Texas. It is effective under the Agricultural Marketing Agreement Act of 1937, as amended (7 U.S.C. 601-674). The South Texas Onion Committee, established under the order, is responsible for its local administration.

On May 27, 1983, the South Texas Onion Committee unanimously recommended by telephone vote that the Sunday shipping prohibition be suspended for Sunday, May 29, 1983. Heavy rains in parts of the production area, particularly the Laredo area, have prevented harvesting operations. In order to harvest the remainder of the crop in the affected area shippers will need all of the time available to them. Prohibiting the packing and shipping of onions on Sunday, May 29, would present an unreasonable and unnecessary hardship on handlers in the production area.

Findings. After consideration of all relevant matters, it is found that the following amendment will tend to effectuate the declared policy of the act.

It is hereby further found that it is impracticable and contrary to the public interest to give preliminary notice or engage in public rulemaking procedure, and that good cause exists for not postponing the effective date of this section until 30 days after publication in the **Federal Register** (5 U.S.C. 553) in that (1) compliance with this amendment will not require any special preparation on the part of handlers, (2) information regarding the committee's recommendation has been made available to producers and handlers in the production area, and (3) this amendment relieves restrictions on the handling of production area onions.

List of Subjects in 7 CFR Part 959

Marketing agreements and orders, Onions, Texas

PART 959—ONIONS GROWN IN SOUTH TEXAS

Section 959.322 *Handling regulation* (47 FR 8551, March 1, 1982; 48 FR 7427, February 22, 1983) is hereby further revised as follows:

§ 959.322 Handling regulation.

During the period beginning March 10 and ending on June 15 each season no handler may package or load onions on Sunday, except Sunday, May 29, 1983, or handle any onions except red varieties, unless they comply with paragraphs (a) through (d) or (e) or (f) of this section. However, the requirements of paragraphs (a) and (b) and the Sunday prohibition shall terminate at 11:59 p.m. on June 1 of each season.

* * * * *

(Approved by the Office of Management and Budget under control number 0581-0074)

(Secs. 1-19, 48 Stat. 31, as amended; 7 U.S.C. 601-674)

Dated May 27, 1983, to become effective May 29, 1983.

D. S. Kuryloski,
Deputy Director, Fruit and Vegetable Division, Agricultural Marketing Service.

[FR Doc. 83-15084 Filed 6-3-83; 8:45 am]
BILLING CODE 3410-02-M

DEPARTMENT OF TRANSPORTATION

Federal Aviation Administration

14 CFR Part 71

[Airspace Docket No. 83-AWA-2]

Alteration of Santa Barbara, CA, and Control 1176 Additional Control Areas

AGENCY: Federal Aviation Administration (FAA), DOT.

ACTION: Final rule.

SUMMARY: This amendment lowers the floor of a portion of the Santa Barbara, CA, and Control 1176 Additional Control Areas to provide additional controlled airspace needed to improve air traffic control services to offshore helicopter operations. This action also corrects an error in the description of the Santa Barbara, CA, Additional Control Areas.

EFFECTIVE DATE: August 4, 1983.

FOR FURTHER INFORMATION CONTACT: George Hussey, Airspace Regulations and Obstructions Branch (AAT-230), Airspace-Rules and Aeronautical Information Division, Air Traffic Service, Federal Aviation Administration, 800 Independence Avenue, SW., Washington, DC. 20591; telephone: (202) 426-8783.

SUPPLEMENTARY INFORMATION:

History

On February 7, 1983, the FAA proposed to amend Part 71 of the Federal Aviation Regulations (14 CFR Part 71) to lower the floor of the Santa Barbara, CA, and Control 1176 Additional Control Areas (48 FR 5573). This action designates additional controlled airspace east of the Pacific Coastal Air Defense Identification Zone (ADIZ) from the southern boundary of Control 1155 to the southern boundary of Control 1176, an area generally west of Vandenburg AFB, CA. Currently, the floor of this airspace is 2,000 feet MSL and this action designates the floor at 1,200 feet MSL. The floor of a major portion of this airspace was recently lowered from 5,000 feet MSL to 2,000 feet MSL. Interested parties were invited to participate in this rulemaking proceeding by submitting written comments on the proposal to the FAA. No comments objecting to the proposal were received. Except for editorial changes, this amendment is the same as that proposed in the notice. Section 71.163 of Part 71 of the Federal Aviation Regulations was republished in Advisory Circular AC 70-3A dated January 3, 1983.

The Rule

This amendment to Part 71 of the Federal Aviation Regulations lowers the floor of a portion of the Santa Barbara, CA, and Control 1176 Additional Control Areas to provide additional controlled airspace needed to improve air traffic control services to offshore helicopter operations. This action also corrects an error in the description of the Santa Barbara, CA, Additional Control Area.

List of Subjects in 14 CFR Part 71

Additional control areas, Aviation safety.

Adoption of the Amendment

Accordingly, pursuant to the authority delegated to me, § 71.163 of Part 71 of the Federal Aviation Regulations (14 CFR Part 71), is amended, effective 0901 GMT, August 4, 1983, as follows:

Santa Barbara, CA [Amended]

By deleting the words "except, that airspace extending upward from 2,000 feet MSL," and substituting for them the words "and that airspace extending upward from 1,200 feet MSL" and by deleting the words "lat. 34°19'00"N., long. 120°45'00"W.;" and substituting for them the words "lat. 34°19'36"N., long. 120°45'34"W.;"

Control 1176 [Amended]

By adding the words ", and that airspace extending upward from 1,200 feet MSL bounded by a line beginning at lat. 34°24'00"N., long. 120°30'00"W.; to lat. 34°06'45"N., long. 120°30'00"W.; to lat. 34°03'59"N., long. 120°33'09"W.; to lat. 34°19'36"N., long. 120°45'34"W.; to point of beginning."

(Secs. 307(a), 313(a), and 1110, Federal Aviation Act of 1958 (49 U.S.C. 1348(a), 1354(a), and 1510); Executive Order 10854 (24 FR 9565); Sec. 6(c), Department of Transportation Act (49 U.S.C. 1655(c)); and 14 CFR 11.69)

The FAA has determined that this regulation only involves an established body of technical regulations for which frequent and routine amendments are necessary to keep them operationally current. It, therefore—(1) is not a "major rule" under Executive Order 1291; (2) is not a "significant rule" under DOT Regulatory Policies and Procedures (44 FR 11034; February 26, 1979); and (3) does not warrant preparation of a regulatory evaluation as the anticipated impact is so minimal. Since this is a routine matter that will only affect air traffic procedures and air navigation, it is certified that this rule will not have a significant economic impact on a substantial number of small entities under the criteria of the Regulatory Flexibility Act.

Issued in Washington, D.C., on May 25, 1983.

John W. Baier,

Acting Manager, Airspace-Rules and Aeronautical Information Division.

[FR Doc. 83-14995 Filed 6-3-83; 8:45 am]

BILLING CODE 4910-13-M

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14 CFR Part 71

[Airspace Docket No. 82-ANM-24]

Alteration and Revocation of Airways

AGENCY: Federal Aviation Administration (FAA), DOT.

ACTION: Final rule.

SUMMARY: This amendment alters the descriptions of several VOR Federal Airways in the vicinity of Great Falls, MT, by revoking the alternate route structure and by extending V-19 from Lewistown, MT, to Havre, MT. This action improves traffic flow in the area when the Hays Military Operations Area (MOA) is active, reduces chart clutter, increases safety, and reduces controller workload.

EFFECTIVE DATE: August 4, 1983.

FOR FURTHER INFORMATION CONTACT: Lewis W. Still, Airspace Regulations and Obstructions Branch (AAT-230), Airspece-Rules and Aeronautical Information Division, Air Traffic Service, Federal Aviation Administration, 800 Independence Avenue, SW., Washington, D.C. 20591; telephone: (202) 426-8783.

SUPPLEMENTARY INFORMATION:

History

On March 17, 1983, the FAA proposed to amend Part 71 of the Federal Aviation Regulations (14 CFR Part 71) to extend V-19 and revoke V-19 between Great Falls, MT, and Lewistown, MT, and revode V-120W between Great Falls and Lewistown (48 FR 11286). The airway extension would provide controlled airspace that bypasses the Hays MOA without adding excessive mileage and inconvenience to the pilot. This action aids flight planning, increases safety, and reduces chart clutter and controller workload. Interested parties were invited to participate in this rulemaking proceeding by submitting written comments on the proposal to the FAA. No comments were received. Except for editorial changes, this amendment is the same as that proposed in the notice. Section 71.123 of Part 71 of the Federal Aviation Regulations was republished in Advisory Circular AC 70-3A dated January 3, 1983.

The Rule

This amendment of part 71 of the Federal Aviation Regulations alters the description of several VOR Federal Airways in the vicinity of Great Falls, MT, by revoking the alternate route structure and by extending V-19 from Lewistown, MT, to Havre, MT. This action improves traffic flow in the area when the Hays MOA is active, reduces chart clutter, increases safety, and reduces controller workload.

List of Subjects in 14 CFR Part 71

Federal airways, Aviation safety.

Adoption of the Amendment

Accordingly, pursuant to the authority delegated to me, § 71.123 of part 71 of the Federal Aviation Regulations (14 CFR Part 71), is amended, effective 0901 GMT, August 4, 1983, as follows:

V-19 [Amended]

By deleting the words "Lewistown; Great Falls, MT, including a W alternate via INT Lewistown 274° and Great Falls 122° radials." and substituting the words "Lewistown; INT Lewistown 322° and Havre, MT, 226° radials; to Havre."

V-120 [Amended]

By deleting the words "Lewistown, MT, including a N alternate INT Great Falls 074° and Lewistown 308° radials; 41 miles, 72 miles, 85 MSL, Miles City, MT," and substituting the words "Lewistown, MT; Miles City, MT,"

(Secs. 307(a) and 313(a), Federal Aviation Act of 1958 (49 U.S.C. 1348(a) and 1354(a)); Sec.

6(c), Department of Transportation Act (49 U.S.C. 1655(c)); and 14 CFR 11.69)

The FAA has determined that this regulation only involves an established body of technical regulations for which frequent and routine amendments are necessary to keep them operationally current. It, therefore—(1) is not a "major rule" under Executive Order 12291; (2) is not a "significant rule" under DOT Regulatory Policies and Procedures (44 FR 11034; February 26, 1979); and (3) does not warrant preparation of a regulatory evaluation as the anticipated impact is so minimal. Since this is a routine matter that will only affect air traffic procedures and air navigation, it is certified that this rule will not have a significant economic impact on a substantial number of small entities under the criteria of the Regulatory Flexibility Act.

Issued in Washington, D.C., on May 24, 1983.

John W. Baier,

Acting Manager, Airspace-Rules and Aeronautical Information Division.

[FR Doc. 83-14996 Filed 6-3-83; 8:45 am]

BILLING CODE 4910-13-M

DEPARTMENT OF COMMERCE

International Trade Administration

15 CFR Parts 371, 376, 379, 386 and 399

[Docket No. 30510-79]

Clarification of Export Licensing Policy

AGENCY: Office of Export Administration, International Trade Administration, Commerce.

ACTION: Final rule.

SUMMARY: This rule, which neither expands nor limits the provisions of the Export Administration Regulations, amends the Regulations by clarifying various aspects of export licensing policy. Some of these amendments involve adding material inadvertently omitted in recent regulatory revisions; others involve removing provisions inadvertently retained; and others involve rewording or emphasis of current provisions for the sake of clarity and consistency.

DATES: This rule is effective June 6, 1983.

FOR FURTHER INFORMATION CONTACT: Archie Andrews, Director, Exporters' Service Staff, Office of Export Administration, U.S. Department of Commerce, Washington, D.C. 20230 (Telephone: (202) 377-4811).

SUPPLEMENTARY INFORMATION: This rule makes the following amendments to the Export Administration Regulations:

(1) A paragraph referencing outdated controls on exports in support of the 1980 Moscow Summer Olympics is removed.

(2) A clarification is added to a note instructing exporters on how to determine whether written approval from OEA is required for certain exports.

(3) Spain is added to the list of NATO countries that are not subject to certain export restrictions.

(4) A statement is added to emphasize that no technical data or software listed on the Commodity Control List may be exported under General License *GTDR*.

(5) A footnote is amended by clarifying a reference to controls on certain exports to South Africa and Namibia.

(6) A supplement is added to Part 386 listing excerpts from the Bureau of the Census Foreign Trade Statistics Regulations governing exports exempt from a Shipper's Export Declaration. This supplement is designed to help exporters locate information regarding the necessity for a Shipper's Export Declaration.

(7) The Commodity Control List is amended by adding technical notes explaining restrictions on the use of General License *GTDR* and export controls relating to instrumentation incorporating computing facilities.

These changes are made only for the sake of regulatory consistency and clarity, and neither expand nor limit the provisions of the Export Administration Regulations.

Rulemaking Requirements

In connection with various rulemaking requirements, the Office of Export Administration has determined that:

1. Under section 13(a) of the Export Administration Act of 1979 (Pub. L. 96-72, 50 U.S.C. app. 2401 *et seq.*) ("the Act") this rule is exempt from the public participation in rulemaking procedures of the Administrative Procedure Act. This rule does not impose new controls on exports, and is therefore exempt from section 13(b) of the Act, which expresses the intent of Congress that where practicable "regulations imposing controls on exports" be published in proposed form.

2. This rule does not impose a burden under the Paperwork Reduction Act of 1980, 44 U.S.C. 3501 *et seq.*

3. This rule is not subject to the requirements of the Regulatory Flexibility Act, 5 U.S.C. 601 *et seq.*

4. This rule is not a major rule within the meaning of section 1(b) of Executive Order 12291 (46 Fed. Reg. 13193, February 19, 1981), "Federal Regulation."

Therefore, this regulation is issued in final form. Although there is no formal comment period, public comments on this regulation are welcome on a continuing basis.

List of Subjects

15 CFR Parts 371, 376, 386 and 399

Exports.

15 CFR Part 379

Exports, Science and technology.

Accordingly, the Export Administration Regulations (15 CFR Parts 368-399) are amended as follows:

PART 371—[AMENDED]

§ 371.2 [Amended]

1. Paragraph (c)(13) of § 371.2 is removed.

PARTS 376 AND 379—[AMENDED]

§ 376.12 [Amended]

2. The paragraph numbered "3." in the NOTE to § 376.12 is amended by revising the phrase "If the answers to both questions in 2. are 'no,' " to read "If the answer to either question in 2. is 'no,' ".

§§ 376.14 and 376.16 [Amended]

§ 379.4 [Amended]

3. The word "Spain," is inserted between the words "Portugal," and "Turkey" in § 376.14(a), § 376.16(a), and § 379.4(h).

4. Paragraph (g) of § 379.4 is revised to read as follows:

§ 379.4 General License GTDR: Technical data under restriction.

* * * * *

(g) Restrictions applicable to software. All software exported under this General License *GTDR* requires a letter of assurance. However, no software or technical data may be exported or reexported under General License *GTDR* when such software or technical data are listed on the Commodity Control List (Supplement No. 1 to § 399.1). *See* ECCN's 1091A, 1355A and 1527A. In addition, exports of application software included in § 379.4(c) and (d) require a validated license.

* * * * *

PART 386—[AMENDED]

§ 386.6 [Amended]

5. Footnote 1 to § 386.6(a)(2) is amended by revising the phrase "is

excepted by § 385.4(a)(2)(i) through (v)" to read "is not listed in § 385.4(a)(2)".

6. Part 386 is amended by adding a Supplement No. 1 reading as follows:

Supplement No. 1: Subpart D—Exemptions from the Requirements for the Filing of Shipper's Export Declarations—of the Foreign Trade Statistics Regulations of the Bureau of the Census (15 CFR 30.50–30.57).

§ 30.50 Procedure for shipments exempt from the requirements for Shipper's Export Declarations.

Except as provided below, where an exemption from the requirement for the filing of a Shipper's Export Declaration is provided in this subpart, a notation describing the basis for the exemption shall be made on the bill of lading, air waybill, or other loading document for carrier use, with a reference to the number of the section in this part where the particular exemption is provided so that the carrier at the time of lading, and the Customs Director at the time of exportation, may verify that no declaration is required. If none of the above named documents is used, the person transporting the merchandise must be prepared to identify to the Customs Director at the port of exportation, at the time of exportation but prior to departure, any merchandise which is exempt from the requirement for the filing of a Shipper's Export Declaration and explain to the Customs Director the basis for the exemption. Where shipments are exempt from the requirement for Shipper's Export Declarations on the basis of value and destination, the appearance of the value and destination on the bill of lading, air waybill, or other loading document for carrier use, shall be acceptable as evidence of the exemption, and no reference need be made to the particular section of these regulations where the exemption is provided.

§ 30.51 Government shipments not generally exempt.

Except as provided below in this subpart, Shipper's Export Declarations are required for exports by or to U.S. Government agencies, whether or not shipped on a Government bill of lading. No general exemption is provided for Government shipments, as such.

§ 30.52 Special exemptions for shipments to the U.S. armed services.

Shipper's Export Declarations are not required for the following types of shipment to the U.S. armed services:

(a) All commodities, whether shipped commercially or through Government channels, consigned to the U.S. armed services for their exclusive use, including shipments to armed services exchange systems. (This exemption does not apply to shipments which are for the ultimate use of the U.S. armed services but which are not consigned to the U.S. armed services. However, special exceptions to the requirements of these regulations which may in some circumstances apply to shipments for the ultimate use of the U.S. armed services but not so consigned are provided in § 30.37.)

(b) Department of Defense Military Assistance Program Grant-Aid shipments being transported as Department of Defense cargo under the provisions of Customs Circular Letters VES–5–MA, March 8, 1954 (MC 133), VES–5–MA, June 17, 1954 (MC 133 S.1), VES–5–MA, May 24, 1956 (MC 133 S2) and RES–20–MC, January 25, 1960 (CC 76). Under arrangements with the Department of Defense, information on these shipments for inclusion in U.S. export statistics will be furnished directly to the Bureau of the Census by the Department of Defense. This exception from the filing of Shipper's Export Declarations does not apply to Military Assistance Program Grant-Aid shipments to Which a foreign government has taken title before exportation or to any Grant-Aid Military-Aid Program shipment moving in any manner other than as Department of Defense cargo. (See § 30.37 for possible exceptions to the full reporting requirements of § 30.7 for certain military sales shipments not exempt from the requirement for the Shipper's Export Declaration.)

§ 30.53 Special exemptions for certain shipments to U.S. Government agencies and employees.

Shipper's Export Declarations are not required for the following types of shipments to U.S. Government agencies and employees:

(a) Office furniture, office equipment, and office supplies shipped to and for the exclusive use of U.S. Government offices.

(b) Household goods and personal property shipped to and for the exclusive and personal use of U.S. Government employees.

(c) Food, medicines, and related items and other commissary supplies shipped to U.S. Government offices or employees for the exclusive use of such employees, or to U.S. Government employees cooperative or other associations for subsequent sale or other distribution to such employees.

(d) Books, maps, charts, pamphlets, and similar articles shipped by U.S. Government offices to U.S. or foreign libraries, Government establishments or similar institutions.

(e) All commodities shipped to and for the exclusive use of the Panama Canal Zone Government of the Panama Canal Company.

§ 30.54 Special exemptions for mail shipments.

Shipper's Export Declarations are not required for the following kinds of shipments by mail:

(a) Shipments (except shipments requiring a validated export license) where one or more of the following conditions are present:

(1) Either the consignor or the consignee is not a business concern.

(2) The shipment is valued at $500 or under.

(3) The goods are not mailed for commercial consideration.

(b) Technical data regardless of value, licensing requirements, and the other criteria set forth in paragraph (a) of this section.

(13 U.S.C. 302; 5 U.S.C. 301; Reorganization Plan No. 5 of 1950, Department of Commerce Order No. 35–2A, Aug. 4, 1975, 40 FR 42765)

(41 FR 9134, Mar. 3, 1976, as amended at 44 FR 38833, July 3, 1979)

§ 30.55 Miscellaneous exemptions.

Shipper's Export Declarations are not required for the following kinds of shipments:

(a) Diplomatic pouches and their contents.

(b) Human remains and accompanying appropriate receptacles and flowers.

(c) Shipments from one point in the United States to another thereof by routes passing through Mexico or Canada.

(d) Shipments from one point in Canada or Mexico to another point thereof by routes through the United States.

(e) Shipments, other than by vessel, or merchandise for which no validated export licenses are required, transported in bond through the United States and exported from another U.S. port, or transshipped and exported directly from the port of arrival.

(f) Shipments to foreign libraries, Government establishments, or similar institutions, as provided in § 30.53(d).

(g) Shipments of single gift parcels as encompassed by Office of Export Administration General License GIFT. .

(h) Shipments (except shipments requiring a validated export license) between the United States and Puerto Rico, to the Virgin Islands of the United States, and to all countries except countries included in country groups S, W, Y, and Z, as defined in the Export Administration Regulations of the Office of Export Administration (15 CFR Parts 368–399), where the value of the commodities classified under a single Schedule B number and shipped on the same exporting carrier from one exporter to one importer is $500 or under: Provided, however, that this exemption shall be conditioned upon the filing of such reports as the Bureau of the Census shall periodically require to compile statistics on $500-and-under shipments.

(i) Shipments of interplant correspondence, executed invoices and other documents, and other shipments of company business records from a U.S. firm to its subsidiary or affiliate.

(j) Shipments of pets as baggage, accompanied or unaccompanied, of persons leaving the United States, including members of crews on vessels and aircraft.

(k) Shipments for use in connection with NASA tracking systems under Office of Export Administration Project License DL–5355–S.

(l) Shipments of aircraft parts and equipment, and food, saloon, slop chest, and related stores, provisions, and supplies for use on aircraft, by a U.S. airline to its own installations, aircraft, and agents abroad, under Department of Commerce, Office of Export Administration General License RCS.

(13 U.S.C. 302; 5 U.S.C. 301; Reorganization Plan No. 5 of 1950, Department of Commerce Order No. 35–2A, Aug. 4, 1975, 40 FR 42765)

(41 FR 9134, Mar. 3, 1976, as amended at 41 FR 42645, Sept. 28, 1976; 44 FR 38833, July 3, 1979)

§ 30.56 Conditional exemptions.

Shipper's Export Declarations are not required for the following classes of commodities when they are not shipped as cargo under a bill of lading or an air waybill and do not require a validated export license, but the exporter should be prepared to make oral declaration to the Customs Director, if required:

(a) Baggage and personal effects, accompanied or unaccompanied, of persons

leaving the United States, including members of crews on vessels and aircraft, such as:

(1) Usual and reasonable kinds and quantities of wearing apparel, articles of personal adornment, toilet articles, medicinal supplies, food, souvenirs, games, and similar personal effects and their containers.

(2) Usual and reasonable kinds and quantities of furniture, household effects, household furnishings, and their containers.

(3) Usual and reasonable kinds and quantities of vehicles, such as passenger cars, station wagons, trucks, trailers, motorcycles, bicycles, tricycles, perambulators and their containers.

Provided, That the above-indicated baggage and personal effects (i) shall include only such articles as are owned by such person or members of his immediate family; (ii) shall be in his possession at the time of or prior to his departure from the United States for the foreign country; (iii) are necessary and appropriate for the use of such person or his immediate family; (iv) are intended for his use or the use of his immediate family; and (v) are not intended for sale.

(b) Tools of trade of persons leaving the United States covering usual and reasonable kinds and quantities of implements, instruments and tools of trade, occupation, or employment and their containers. *Provided*, That the above indicated tools of trade (1) shall include only such articles as are owned by such persons; (2) shall be in his possession at the time of or prior to his departure from the United States for a foreign country; (3) are necessary and appropriate and intended for the personal use of such person; and (4) are not intended for sale.

(c) Carriers' stores (including merchandise carried in ships aboard carriers for sale to passengers), supplies, and equipment for departing vessels, planes, or other carriers, including usual and reasonable kinds and quantities of bunker fuel, deck engine and steward department stores, provisions and supplies, medicinal and surgical supplies, food stores, slop chest articles, and saloon stores or supplies for use or consumption on board and not intended for unlading in a foreign country, and including usual and reasonable kinds and quantities of equipment and spare parts for permanent use on the carrier when necessary for proper operation of such carrier and not intended for unlading in a foreign country. Hay, straw, feed, and other appurtenances necessary to the care and feeding of livestock while enroute to a foreign destination are considered part of carriers' stores of carrying vessels, trains, planes, etc.

(d) Dunnage of usual and reasonable kinds and quantities necessary and appropriate to stow or secure cargo on the outgoing or any immediate return voyage of an exporting carrier, when exported solely for use as dunnage and not intended for unlading in a foreign country.

§ 30.57 Information on export declarations for shipments of types of goods covered by § 30.56 not conditionally exempt.

(a) In those cases where Shipper's Export Declarations are required for articles enumerated in § 30.56 (a) through (d) only by virtue of their being shipped under a bill of lading or an air waybill (no validated license is required) the export declaration should clearly show in the column for commodity description, in lieu of the complete commodity description a statement that the shipment consists of baggage, personal effects, household effects, ship's stores, crew's effects, or as appropriate. In such cases, Schedule B commodity numbers should not be shown on the declarations.

(b) In those cases where the articles enumerated in § 30.56 (a) through (d) require a validated export license (whether or not shipped under a bill of lading or an air waybill) the Shipper's Export Declaration must identify the shipment as baggage, personal effects, etc., and must contain all the information normally required for any exportation made under a validated export license, i.e. complete commodity description, license number, Schedule B number, quantity, value, etc.

PART 399—[AMENDED]

7. ECCN 1091A of the Commodity Control List (Supplement No. 1 to § 399.1) is amended by adding a **Technical Note** reading as follows:

ECCN 1091A * * *

Controls for ECCN 1091A:

* * * * *

List of commodities controlled by ECCN 1091A:

* * * * *

Notes:

* * * * *

Technical Note: No technical data or software controlled under this ECCN may be exported or reexported under General License *GTDR*.

Advisory Notes:

* * * * *

8. ECCN 1355A of the Commodity Control List is amended by adding a **Technical Note** (numbered "5") reading as follows:

1355A * * *

Controls for ECCN 1355A:

* * * * *

Definitive list of machinery and equipment controlled by ECCN 1355A:

* * * * *

Technical Notes:

* * * * *

5. No technical data or software controlled under this ECCN may be exported or reexported under General License *GTDR*.

Advisory Notes:

* * * * *

9. ECCN 1527A of the Commodity Control List is amended by adding a **Technical Note** reading as follows:

1527A * * *

Controls for ECCN 1527A:

* * * * *

List of equipment controlled by ECCN 1527A:

* * * * *

Technical Note: No technical data or software controlled under this ECCN may be exported or reexported under General License *GTDR*.

Note:

* * * * *

10. ECCN 1529A of the Commodity Control List is amended by adding a **Technical Note** reading as follows:

1529A * * *

Controls for ECCN 1529A:

* * * * *

List of equipment controlled by ECCN 1529A:

* * * * *

Technical Note: Instrumentation incorporating computing facilities remains controlled under this ECCN 1529A even if the computing facility has been removed. Such instrumentation *cannot* be classified under ECCN 6599G.

Advisory Notes:

* * * * *

11. ECCN 4529B of the Commodity Control List is amended by adding a **Technical Note** reading as follows:

4529B * * *

Controls for ECCN 4529B:

* * * * *

Technical Note: Instrumentation incorporating computing facilities remains controlled under this ECCN 4529B even if the computing facility has been removed. Such instrumentation *cannot* be classified under ECCN 6599G.

12. ECCN 6599G of the Commodity Control List is amended by adding a **Technical Note** reading as follows:

6599G * * *

Controls for ECCN 6599G:

* * * * *

Technical Note: Instrumentation incorporating computing facilities that is controlled under ECCNs 1529A or 4529B *cannot* be reclassified under ECCN 6599G even if the computing facility has been removed. Such instrumentation remains classified under either 1529A or 4529B, as appropriate.

(Secs. 13 and 15, Pub. L. 96–72, 93 Stat. 503, 50 U.S.C. app. 2401 *et seq.*; Executive Order No. 12214 (45 FR 29783, May 6, 1980))

Dated: May 6, 1983.

John K. Boidock,

Director, Office of Export Administration, International Trade Administration.

[FR Doc. 83-15054 Filed 6-3-83; 8:45 am]

BILLING CODE 3510-25-M

15 CFR Parts 373 and 399

[Docket No. 30510-78]

Exports of Spectrum Analyzers; No Special Licensing Procedures Available; Interim Rule

AGENCY: Office of Export Administration, International Trade Administration, Commerce.

ACTION: Interim rule with request for comments.

SUMMARY: Supplement No. 1 to Part 373 of the Export Administration Regulations lists those commodities disqualified from special export licensing procedures of Part 373 for reasons of national security, nuclear non-proliferation, or foreign policy. The Commodity Control List (Supplement No. 1 to § 399.1) includes all commodities subject to Department of Commerce export controls. This rule adds real-time FFT spectrum analyzers to Supplement No. 1 to Part 373 to exclude them from special licensing considerations.

In addition, the entry on the Commodity Control List controlling the export of spectrum analyzers is amended to reflect the lack of special licensing procedures for spectrum analyzers. This rule is necessary because of concern that this equipment has applications to antisubmarine warfare activities.

DATES: This rule is effective June 6, 1983. Comments must be received by the Department August 5, 1983.

ADDRESS: Written comments (six copies when possible) should be sent to: Richard J. Isadore, Director, Operations Division, Office of Export Administration, U.S. Department of Commerce, P.O. Box 273, Washington, D.C. 20044.

FOR FURTHER INFORMATION CONTACT: Archie Andrews, Director, Exporters' Service Staff, Office of Export Administration, Department of Commerce, Washington, D.C. 20230 (Telephone: (202) 377-4811).

SUPPLEMENTARY INFORMATION:

Rulemaking Requirements and Invitation To Comment

In connection with various rulemaking requirements, the Office of Export Administration has determined that:

1. Under Section 13(a) of the Export Administration Act of 1979 (Pub. L. 96-72, 50 U.S.C. app. 2401 *et seq.*) ("the Act"), this rule is exempt from the public participation in rulemaking procedures of the Administrative Procedure Act.

However, because of the importance of the issues raised by the rule and the intent of Congress set forth in section 13(b) of the Act, this rule is issued in interim form and comments will be considered in developing a final rule. This rule may be revised before the end of the comment period. Accordingly, interested persons who desire to comment are encouraged to do so at the earliest possible time to permit the fullest consideration of their views.

2. This rule does not impose a burden under the Paperwork Reduction Act of 1980, 44 U.S.C. 3501 *et seq.*

3. This rule is not subject to the requirements of the Regulatory Flexibility Act, 5 U.S.C. 601 *et seq.*

4. This rule is not a major rule within the meaning of section 1(b) of Executive Order 12291 (46 FR 13193, February 19, 1981), "Federal Regulation."

The period for submission of comments will close August 5, 1983. All comments received before the close of the comment period will be considered by the Department in the development of final regulations. While comments received after the end of the comment period will be considered if possible, their consideration cannot be assured. Public comments that are accompanied by a request that part or all of the material be treated confidentially because of its business proprietary nature or for any other reason will not be accepted. Such comments and materials will be returned to the submitter and will not be considered in the development of final regulations.

All public comments on these regulations will be a matter of public record and will be available for public inspection and copying. In the interest of accuracy and completeness, comments in written form are preferred. If oral comments are received, they must be followed by written memoranda, which will also be a matter of public record and will be available for public review and copying. Communications from agencies of the United States Government or foreign governments will not be made available for public inspection.

The public record concerning these regulations will be maintained in the International Trade Administration Freedom of Information Records Inspection Facility, Room 4001-B, U.S. Department of Commerce, 14th Street and Pennsylvania Avenue, N.W., Washington, D.C. 20230. Records in this facility, including written public comments and memoranda summarizing the substance of oral communications, may be inspected and copied in accordance with regulations published in Part 4 of Title 15 of the Code of Federal Regulations. Information about the inspection and copying of records at the facilities may be obtained from Patricia L. Mann, the International Trade Administration Freedom of Information Officer, at the above address or by calling (202) 377-3031.

List of Subjects in 15 CFR Parts 373 and 399

Exports.

PART 373—[AMENDED]

1. Supplement No. 1 to Part 373, "Commodities Excluded from Certain Special License Procedures," is amended by adding an entry 1529 between entries 1522 and 4530, reading as follows:

Supplement No. 1—Commodities Excluded From Certain Special License Procedures

Export Control Commodity Number and Commodity Description

* * * * *

1529 sub-entry (b)(4) only: Spectrum analyzers employing time compression of the input signal or FFT (Fast Fourier Transform) techniques.

* * * * *

PART 339—[AMENDED]

2. The Commodity Control List (Supplement No. 1 to § 399.1) is amended by revising the paragraph titled "Special Licenses Available" for ECCN 1529A to read as follows:

Supplement No. 1—[Amended]

1529A Electronic measuring, calibrating counting, testing and/or time interval measuring equipment, whether or not incorporating frequency standards.

CONTROLS FOR ECCN 1529A:

* * * * *

Special Licenses Available: None for spectrum analyzers defined in paragraph (b)(4) of the LIST below. See Part 373 for special licenses available for other commodities controlled by ECCN 1529A.

* * * * *

(Secs. 5, 13 and 15, Pub. L. 96-72, 93 Stat. 503, 50 U.S.C. app. 2401 *et seq.*; E.O. No. 12214 (45 FR 29783, May 6, 1980))

Dated: May 6, 1983.

John K. Boidock,

Director, Office of Export Administration, International Trade Administration.

[FR Doc. 83-15053 Filed 6-3-83; 8:45 am]

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FEDERAL TRADE COMMISSION

16 CFR Part 453

Trade Regulation Rule; Funeral Industry Practices

AGENCY: Federal Trade Commission.

ACTION: Change in effective date of final trade regulation rule.

SUMMARY: The effective date of the Federal Trade Commission's trade regulation rule for funeral industry practices (47 FR 42260 (1982)) is being changed to January 1, 1984, to give parties with court actions pending concerning the rule additional time to comply with the rules provisions.

ADDRESS: Office of the Secretary, Federal Trade Commission, 6th Street and Pennsylvania Avenue, N.W., Washington, D.C. 20580. Requests for copies of the funeral rule should be sent to the Public Reference Branch, Room 130.

FOR FURTHER INFORMATION CONTACT: Erica L. Summers, Division of Service Industry Practices, Bureau of Consumer Protection, Federal Trade Commission, Washington, D.C. 20580 (202) 523-3945.

SUPPLEMENTARY INFORMATION: On September 24, 1982, the Commission published in the **Federal Register** a final trade regulation rule for funeral industry practices, 16 CFR Part 453. See 47 FR 42260 (1982). Pursuant to 15 U.S.C. 57A-1 (Supp. IV 1980), the rule has been subject to congressional review for a period of 90 days of continuous legislative session. The congressional review provisions were continued by House Joint Resolution 631, making continuing appropriations for fiscal year 1983, Pub. L. 97-377, 96 Stat. 1830, 1870 (1982). The Commission's **Federal Register** notice stated that the rule would become effective three months after the expiration of the congressional review period, and that the Commission would publish a further notice advising the public of its effective date. 47 FR 42260. The congressional review period ended on May 15, 1983, without a disapproval of the funeral rule. As a result, the rule would become effective on August 15, 1983.

Ten actions to review the funeral rule are pending in the Untied States Court of Appeals for the Fourth Circuit, *Harry & Bryant Co. et al.* v. *FTC*, Nos. 82-1850(L) et al. (4th Cir.). On the Commission's motion, the Fourth Circuit deferred briefing in these actions until the expiration of the congressional review period. Under this schedule, the last briefs would be due only a few weeks before the rule was scheduled to take effect.

Therefore, in order to give the Court additional time to review the pleadings before the rule takes effect, and to give affected parties additional time to comply with the rule, the Commission is setting the rule's effective date as January 1, 1984. This date may be subject to review by the Commission if circumstances in the litigation so require.

List of Subjects in 16 CFR Part 453

Funerals, Trade practices.

Emily H. Rock,

Secretary.

[FR Doc. 83-14998 Filed 6-3-83; 8:45 am]

BILLING CODE 6750-01-M

SECURITIES AND EXCHANGE COMMISSION

17 CFR Part 270

[Release Nos. 33-6467; IC-13273; File No. S7-977]

Registration of an Indefinite Number of Investment Company Securities

AGENCY: Securities and Exchange Commission.

ACTION: Final rule; adoption of technical amendment.

SUMMARY: The Commission is adopting a technical amendment to § 270.248-2, rule 24f-2 under the Investment Company Act of 1940 that will permit issuers who have registered an indefinite number or amount of securities by filing a declaration according to that rule to omit the annual notice required by that rule with respect to any fiscal year in which such issuers have not sold securities pursuant to that declaration. Rule 24f-2 allows certain types of registered investment companies to register under the Securities Act of 1933 an indefinite number or amount of securities. The Commission believes that eligible companies which have made no sales of securities in reliance on Rule 24f-2 during the prior fiscal year should not be subject to the notice filing requirements and that the costs of preparing and filing the required notices are unwarranted.

EFFECTIVE DATE: The technical amendment to rule 24f-2 will become effective June 6, 1983.

FOR FURTHER INFORMATION CONTACT: Jane A. Kanter, Special Counsel (202) 272-2115, or Gregory K. Todd, Esq. (202) 272-7317, Office of Disclosure Legal Services, Division of Investment Management, Securities and Exchange Commission, Washington, D.C. 20549.

SUPPLEMENTARY INFORMATION: The Commission is today adopting a technical amendment to rule 24f-2 [17 CFR 270.24f-2] under the Investment Company Act of 1940 (the "1940 Act") [15 U.S.C. 80a-1 *et seq.*] that will eliminate the requirement of filing a notice pursuant to rule 24f-2 (the "Notice") with respect to any fiscal year in which an issuer, who has filed a declaration according to rule 24f-2, has not sold any securities pursuant to such declaration.

Background

Section 24(f) [15 U.S.C. 80a-24(f)] was added to the 1940 Act by the Investment Company Amendments Act of 1970 [1] to authorize the Commission to adopt: (i) Rules permitting registered investment companies to register retroactively securities sold in excess of the number or amount of securities included in the investment company's effective registration statement upon the payment of three times the normal registration fees for these securities,[2] and (ii) rules allowing certain types of registered investment companies to register an indefinite number or amount of securities. In connection with the enactment of this provision, the legislative history states:

> Occasionally, due to inadvertence, a registered investment company making a continous offering of its securities, sells more shares than are covered by its registration statement under the Securities Act of 1933. Although the number of shares sold in excess of those registered are not registered under the act, in practical effect no investor is harmed if each offeree or purchaser is given a current prospectus.[3]

In 1977, the Commission adopted rule 24f-2 permitting face-amount certificate companies, open-end management companies, and unit investment trusts ("eligible companies") to register an indefinite number or amount of securities pursuant to the conditions of that rule.[4]

Rule 24f-2 provides that an eligible company may elect to register, under the Securities Act of 1933 (the "1933 Act") [15 U.S.C. 77a *et seq.*], an indefinite number or amount of securities by including a declaration to that effect on either its original registration statement or any post-effective amendment to its registration statement, and by paying a non-refundable fee of $500.00 to the

[1] Pub. L. 91-547, 84 Stat. 1423 (1970).

[2] This provision has been implemented by rule 24f-1 [17 CFR 270.24f-1], Securities Act Release No. 5208 (November 5, 1971), [36 FR 22673 (November 27, 1971)].

[3] House Report No. 91-1382, 91st Congress, 2d Sess. 32 (August 7, 1970). The report continued by stating: However, the inadvertence may result in a violation of Section 5 of the Securities Act and any person who can show that his shares were not actually registered might be entitled to the rescission rights given by Section 12 of the Securities Act.

Id.

[4] Securities Act Release No. 5881 (November 3, 1977), [42 FR 58400 (November 9, 1977)].

Commission.[5] A company that has made such a declaration must file an annual Notice [6] setting forth, among other things, the number or amount of securities sold pursuant to rule 24f-2, and must include along with such Notice the registration fees for such securities as calculated pursuant to section 6(b) [15 U.S.C. 77f(b)] of the 1933 Act. [7] The Notice must be filed no later than six months after the end of any fiscal year during which the declaration was in effect.[8] Paragraph (b)(2) of rule 24f-2 provides that if an issuer fails to file the required Notice on time, the issuer's registration statement will then terminate and the issuer must discontinue all sales of securities pursuant to that registration statement.[9] If such an issuer intends to continue selling its securities, it must then file a new registration statement and wait until that registration statement becomes effective before it can resume selling its securities.[10]

Discussion

As discussed previously, rule 24f-2 requires that an eligible fund that has filed a declaration pursuant to the rule must, within six months after the close of the fiscal year, file a Notice making definite the number or amount of securities actually sold pursuant to such declaration and must pay the appropriate fees. The Commission is aware, however, that there may be situations in which an eligible company has not sold any securities during the fiscal year pursuant to its rule 24f-2 declaration because either: (i) The company had registered a definite number of securities not less than the number of securities sold in that year and has elected to apply those registered securities to its sales for the year; or (ii) the company has simply not made any sales of its securities during that fiscal year. In either case, at the end of its fiscal year such a company is currently required to file a Notice pursuant to rule 24f-2 even though it has not sold any securities in reliance on the rule and does not owe any registration fee. Moreover, under the rule as currently worded, the registration statement of such a company in these circumstances would be terminated if it failed to file the required Notice in a timely manner.

The principal purpose of the Notice requirement contained in rule 24f-2 is to enable the Commission to monitor the number or amount of securities sold in reliance on that rule and to ensure the payment of the appropriate registration fees for those securities sold. The Commission, consequently, believes that eligible companies, which have in effect a declaration pursuant to rule 24f-2, but which have made no sales of securities in reliance on that rule during the prior fiscal year, should not be subject to the Notice filing requirement of the rule, since there would be no discernible benefit to the public from their compliance with that requirement. Moreover, the Commission believes that for a company which has sold no securities pursuant to its rule 24f-2 declaration during the prior fiscal year the costs of preparing and filing the required Notice are unwarranted.[11]

The Commission has, therefore, decided to adopt a technical amendment to rule 24f-2 to eliminate the Notice filing requirement for a company that has sold no securities pursuant to that rule during the prior fiscal year.[12]

Moreover, for reasons discussed below, the Commission has determined that it is appropriate to make this amendment effective immediately without prior notice and comment.

Adoption of the Technical Amendment Without Prior Notice

The Administrative Procedure Act [5 U.S.C. 551 *et seq.*] ("APA") generally requires that any agency or commission publish a notice of proposed rule-making that provides adequate opportunity for comment by interested persons. Section 553(b)(B) of the APA provides an exception from this requirement in situations where the agency for good cause finds that prior notice and comment are "impractical, unnecessary, or contrary to the public interest." These standards are incorporated in rule 4(b) of the Commission's Rules of Practice [17 CFR 201.4(b)], which requires publication of prior notice of proposed rule amendments "[e]xcept where the Commission finds that notice and public procedure are impracticable, unnecessary, or contrary to the public interest."

In addition, the APA provides in section 553(d) that an adopted rule must be published at least 30 days prior to the rule's effective date. However, section 553(d)(1) contains an exception to this required publication of an adopted rule and 30 day delay in effectiveness when the rule is a substantive one that grants an exception or relieves a restriction.

The purpose of this technical amendment to rule 24f-2 is to relieve an unnecessary filing burden on eligible companies. The Commission believes that this amendment to rule 24f-2 would not otherwise alter the existing regulatory framework of the rule and would have no detrimental impact on the rights of companies subject to the rule. In addition, the Commission believes that there is little likelihood that any interested person would have reason to object to the rule's adoption. Accordingly, the Commission has determined that prior notice and comment are unnecessary. Further, the Commission finds, pursuant to section 553(d)(1) of the APA, that a 30 day delay in effectiveness is not required because this amendment to rule 24f-2 grants an exception or relieves a restriction. Therefore, this amendment to rule 24f-2

[5] An eligible company may at the same time register a specific number of securities as well as elect to register an indefinite number or amount of securities pursuant to rule 24f-2. If it does, then the company must pay the appropriate fee for the definite number of securities being registered as calculated in section 6(b) of the 1933 Act [15 U.S.C. 77f(b)]. *See* 17 CFR 270.24f-2(a)(4).

[6] Rule 24f-2 was amended in 1979 to require that 5 copies of the Notice be filed with the Commission and that the issuer's 1933 Act registration number appear on the Notice. Securities Act Release No. 6038 (March 22, 1979) [44 FR 19387 (April 9, 1979)].

[7] Paragraph (b)(1)(v) of rule 24f-2 also requires that an opinion of counsel be included indicating that the securities covered by the Notice were legally issued, fully paid, and non-assessable.

[8] Rule 24f-2(c) contains the provision that any issuer who files a Notice within two months after the end of its fiscal year may pay a fee based on the aggregate sales price of all securities sold less the aggregate price of all securities redeemed or repurchased, unless that amount has been previously applied by the issuer to reduce its fees pursuant to rule 24e-2(a) [17 CFR 270.24e-2(a)]. This provision allows the issuer to pay 1933 Act registration fees on only net securities sold during the past fiscal year.

[9] Even after an issuer's registration statement has terminated, the rule, nevertheless, requires that the issuer file a separate Notice as described in paragraph (b)(1) with respect to sales of securities made pursuant to the declaration during (i) the fiscal year for which the Notice was not timely filed and (ii) the period after the close of the fiscal year as to which such Notice was not timely filed.

[10] In its release adopting rule 24f-2 the Commission stated its view that when a registrant chooses to register shares pursuant to rule 24f-2, failure to complete the registration process by filing the Notice will result in an incomplete registration of securities which will subject the issuer, or any person liable to the issuer for failure to complete the registration process on its behalf, to the risks arising from that failure. Securities Act Release No. 5881 (November 3, 1977) [42 FR 58400 (November 3, 1977)].

[11] *See* note 5 *supra*.

[12] Simultaneously herewith the Commission is issuing a release proposing for comment two other amendments to rule 24f-2. Those proposed amendments would: (a) Require an issuer relying on rule 24f-2 to place a statement to that effect on the facing sheet of any post-effective amendment to its registration statement and to include the date upon which the issuer has filed, or intends to file, the Notice required by the rule, or a statement that the issuer need not file a Notice because it has not sold any securities in reliance on the rule for the prior fiscal year, and (b) modify the rule so that failure to file the required Notice would no longer result in termination of the issuer's registration statement.

will become effective immediately upon publication in the **Federal Register.**

List of Subjects in 17 CFR Part 270

Investment companies, Reporting requirements, Securities.

Text of Technical Amendment to Part 270

In accordance with the foregoing, Chapter II, Title 17 of the Code of Federal Regulations, Part 270 is amended as follows:

PART 270—RULES AND REGULATIONS, INVESTMENT COMPANY ACT OF 1940

In § 270.24f-2, paragraph (b)(2) is revised as follows:

§ 270.24f-2 Registration under the Securities Act of 1933 of an indefinite number of certain investment company securities.

* * * * *

(b) * * *

(2) If the Rule 24f-2 Notice is not filed within the time specified in such paragraph, the registration statement containing the declaration filed pursuant to paragraph (a)(1) of this section shall be deemed to be terminated and the registrant shall discontinue all sales of securities pursuant to such registration statement. Separate notices as described in paragraph (b)(1) of this section shall be filed as soon as practicable after such termination with respect to sales of securities made pursuant to the declaration during (i) the fiscal year as to which such notice was not timely filed, and (ii) the period after the close of such fiscal year as to which such notice was not timely filed. Nothing in this paragraph (b)(2) shall require an issuer to file a Rule 24f-2 Notice for any fiscal year in which the issuer has not sold any securities in reliance on a declaration authorized by paragraph (a)(1) of this section.

* * * * *

Statutory Authority

The technical amendment is being adopted pursuant to section 24(f) of the 1940 Act [15 U.S.C. 80a-24(f)].

By the Commission.

George A. Fitzsimmons,

Secretary.

May 26, 1983.

[FR Doc. 83-15065 Filed 6-3-83; 8:45 am]

BILLING CODE 8010-01-M

DEPARTMENT OF ENERGY

Federal Energy Regulatory Commission

18 CFR Part 271

[Docket No. RM79-76-154 (Texas-27), Order No. 305]

High-Cost Gas Produced From Tight Formations; Texas

June 2, 1983.

AGENCY: Federal Energy Regulatory Commission, DOE.

ACTION: Final rule.

SUMMARY: The Federal Energy Regulatory Commission is authorized by section 107(c)(5) of the Natural Gas Policy Act of 1978 to designate certain types of natural gas as high-cost gas where the Commission determined that the gas is produced under conditions which present extraordinary risks or costs. Under section 107(c)(5), the Commission issued a final regulation designating natural gas produced from tight formations as high-cost gas which may receive an incentive price (18 CFR 271.703). This rule established procedures for jurisdictional agencies to submit to the Commission recommendations of areas for designation as tight formations. This final order adopts the recommendation of the Railroad Commission of Texas that the Middle Wilcox (11,000-15,000') Formation in the Vienna Field area be designated as a tight formation under § 271.703(d).

EFFECTIVE DATE: This rule is effective July 5, 1983.

FOR FURTHER INFORMATION CONTACT: Steven Ross, (202) 357-8571, or Walter Lawson, (202) 357-8556.

SUPPLEMENTARY INFORMATION:

The Commission hereby amends § 271.703(d) of its regulations to include the Middle Wilcox (11,000-15,000') Formation in the Vienna Field area as a designated tight formation eligible for incentive pricing under § 271.703. The amendment was proposed in a Notice of Proposed Rulemaking by the Director, Office of Pipeline and Producer Regulation, issued December 30, 1982, 48 F.R. 421 (January 5, 1983) [1] based on a recommendation by the Railroad Commission of Texas (Texas), in accordance with § 271.703, that the Middle Wilcox (11,000-15,000') Formation in the Vienna Field area be designated as a tight formation.

[1] Comments and requests for a public hearing were invited and one comment in support of the recommendation was received by the Commission in this docket.

Evidence submitted by Texas supports the assertion that the Middle Wilcox (11,000-15,000') Formation in the Vienna Field area meets the guidelines contained in § 271.703(c)(2). The Commission adopts the Texas recommendation.

This amendment shall become effective July 5, 1983.

List of Subjects in 18 CFR Part 271

Natural gas, Incentive price, Tight formations.

(Department of Energy Organization Act, 42 U.S.C. 7101 *et seq.*; Natural Gas Policy Act of 1978, 15 U.S.C. 3301-3432; Administrative Procedure Act, 5 U.S.C. 553)

In consideration of the foregoing, Part 271 of Subchapter H, Chapter I, *Code of Federal Regulations*, is amended as set forth below.

By the Commission.

Kenneth F. Plumb,

Secretary.

PART 271—[AMENDED]

Section 271.703 is amended by adding paragraph (d)(130) to read as follows:

§ 271.703 Tight formations.

* * * * *

(d) *Designated tight formations.* * * *

(130) *Middle Wilcox (11,000-15,000') Formation in Texas.* RM79-76 (Texas-27).

(i) *Delineation of formation.* The Middle Wilcox Formation is located in Lavaca County, Texas, Railroad Commission District 2. The designated area is located 14 miles east-southeast of the Halletsville, Texas, and 8 miles south-southeast of Sublime, Texas, and is comprised of the following 15 surveys: James Ryan A-42, Miguel Muldoon A-34, E. W. Perry A-359, Lev. T. Bostiok A-95, F. W. Perry A-358, P. Ansuldua A-621, F. Baseldua A-622, Peter Garza A-632, J. A. Wynmaker A-499, John W. Seymour A-431, H. I. and B.P.R. A-523, A. M. Gillespie A-633, H. F. and W.T.R.R. A-551, H. E. and W.T.R.R. A-550, and North ½ John D. Ragsdale A-377.

(ii) *Depth.* The Middle Wilcox Formation is defined as that formation which is encountered between 11,000 feet and 15,000 feet as measured on the log of the Mitchell Energy Corporation C. F. Aschbacher No. 1 well. The top of the Middle Wilcox pay ranges in depth from approximately −11,200 feet in the north to −13,300 feet in the south.

[FR Doc. 83-15071 Filed 6-3-83; 8:45 am]

BILLING CODE 6717-01-M

18 CFR Part 271

[Docket No. RM79-76-093 (Texas-18), Order No. 304]

High-Cost Gas Produced From Tight Formations; Texas

June 2, 1983.

AGENCY: Federal Energy Regulatory Commission, DOE.

ACTION: Final rule.

SUMMARY: The Federal Energy Regulatory Commission is authorized by section 107(c)(5) of the Natural Gas Policy Act of 1978 to designate certain types of natural gas as high-cost gas where the Commission determined that the gas is produced under conditions which present extraordinary risks or costs. Under section 107(c)(5), the Commission issued a final regulation designating natural gas produced from tight formations as high-cost gas which may receive an incentive price (18 CFR 271.703). This rule established procedures for jurisdictional agencies to submit to the Commission recommendations of areas for designation as tight formations. This final order adopts the recommendation of the Railroad Commission of Texas that the Cleveland Formation be designated as a tight formation under § 271.703(d).

EFFECTIVE DATE: This rule is effective July 5, 1983.

FOR FURTHER INFORMATION CONTACT: Steven Ross (202) 357-8571, or Walter W. Lawson (202) 357-8556.

SUPPLEMENTARY INFORMATION: The Commission hereby amends § 271.703(d) of its regulations to include the Cleveland Formation as a designated tight formation eligible for incentive pricing under § 271.703. The amendment was proposed in a Notice of Proposed Rulemaking by the Director, Office of Pipeline and Producer Regulation, issued January 13, 1982, 47 FR 2883 (January 30, 1982) [1] based on a recommendation by the Railroad Commission of Texas (Texas) in accordance with § 271.703, that the Cleveland Formation be designated as a tight formation.

Evidence submitted by Texas [2] supports the assertion that the Cleveland Formation meets the guidelines contained in § 271.703(c)(2). The Commission adopts the Texas recommendation.

This amendment shall become effective July 5, 1983.

List of Subjects in 18 CFR Part 271

Natural gas, Incentive price, Tight formations.

(Department of Energy Organization Act, 42 U.S.C. 7101 *et seq.*; Natural Gas Policy Act of 1978, 15 U.S.C. 3301-3432; Administrative Procedure Act, 5 U.S.C. 553)

In consideration of the foregoing, Part 271 of Subchapter H, Chapter I, *Code of Federal Regulations*, is amended as set forth below.

By the Commission.

Kenneth F. Plumb,

Secretary.

PART 271—[AMENDED]

Section 271.703 is amended by adding paragraph (d)(129) to read as follows:

§ 271.703 Tight formations.

* * * * *

(d) *Designated tight formations.* * * *

(129) *Cleveland Formation in Texas.* RM79-76 (Texas-18).

(i) *Delineation of formation.* The Cleveland Formation is found in the northeast Texas Panhandle and consists of all of Lipscomb, Ochiltree and Hansford Counties, virtually all of Hemphill County, approximately the northern halves of Hutchinson and Roberts Counties, and approximately the northeast quarter of Wheeler County, Texas.

(ii) *Depth.* The top of the Cleveland Formation is located near 2500 feet subsea to the west in Hansford County, Texas, and near 9700 feet subsea in Wheeler County, Texas, to the southeast. The Cleveland Formation is approximately 154 feet thick as demonstrated in a type log from the Diamond Shamrock Corporation No. 1 J. A. Little Well in Lipscomb County, Texas.

[FR Doc. 83-15072 Filed 6-3-83; 8:45 am]

BILLING CODE 6717-01-M

[1] Comments and requests for a public hearing were invited and one comment in support of the recommendation was received by the Commission in this docket.

[2] The calculations for permeability and flow rates submitted by Texas are based on median values, rather than average values. However, using the data submitted by Texas in support of its recommendation, the Commission has determined that the arithmetic average values for permeability and flow rates for the subject formation also satisfy the Commission's guidelines in § 271.703(c)(2).

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18 CFR Part 271

[Docket No. RM79-76-178 (Texas-35); Order No. 306]

High-Cost Gas Produced From Tight Formations; Texas

June 2, 1983.

AGENCY: Federal Energy Regulatory Commission, DOE.

ACTION: Final rule.

SUMMARY: The Federal Energy Regulatory Commission is authorized by section 107(c)(5) of the Natural Gas Policy Act of 1978 to designate certain types of natural gas as high-cost gas where the Commission determined that the gas is produced under conditions which present extraordinary risks or costs. Under section 107(c)(5), the Commission issued a final regulation designating natural gas produced from tight formations as high-cost gas which may receive an incentive price (18 CFR 271.703). This rule established procedures for jurisdictional agencies to submit to the Commission recommendations of areas for designation as tight formations. This final order adopts the recommendation of the Railroad Commission of Texas that the Devonian, Fusselman, and Montoya Formations be designated as tight formations under § 271.703(d).

EFFECTIVE DATE: This rule is effective July 5, 1983.

FOR FURTHER INFORMATION CONTACT: Steven Ross, (202) 357-8571, or Walter W. Lawson, (202) 357-8556.

SUPPLEMENTARY INFORMATION: The Commission hereby amends § 271.703(d) of its regulations to include the Devonian, Fusselman, and Montoya Formations as designated tight formations eligible for incentive pricing under § 271.703. The amendment was proposed in a Notice of Proposed Rulemaking by the Director, Office of Pipeline and Producer Regulation, issued March 1, 1983, 48 FR 9298 (March 4, 1983) [1] based on a recommendation by the Railroad Commission of Texas (Texas), in accordance with § 271.703, that the Devonian, Fusselman, and Montoya Formations be designated as tight formations.

Evidence submitted by Texas supports the assertion that the Devonian, Fusselman, and Montoya Formations meet the guidelines contained in § 271.703(c)(2). The Commission adopts the Texas recommendation.

This amendment shall become effective July 5, 1983.

List of Subjects in 18 CFR Part 271

Natural gas, Incentive price, Tight formations.

(Department of Energy Organization Act, 42 U.S.C. 7101 *et seq.*; Natural Gas Policy Act of 1978, 15 U.S.C. 3301-3432; Administrative Procedure Act, 5 U.S.C. 553)

[1] Comments and requests for a public hearing were invited and one comment in support of the recommendation was received by the Commission in this docket.

In consideration of the foregoing, Part 271 of Subchapter H, Chapter I, *Code of Federal Regulations*, is amended as set forth below.

By the Commission.

Kenneth F. Plumb,

Secretary.

PART 271—[AMENDED]

Section 271.703 is amended by adding paragraphs (d) (131), (132), and (133) to read as follows:

§ 271.703 Tight formations.

* * * * *

(d) *Designated tight formations.* * * *

(131) *Devonian Formation in Texas.* RM79-76 (Texas—35).

(i) *Delineation of the formation.* The Devonian Formation is located in the Nine Mile Draw Field area of Reeves County, Texas, Railroad Commission District 8. The designated area consists of Sections 12, 13, 24, 25, 36 and 37 of T&P RR Block 55, and Sections 5, 6, 11, 12, 13, 14, 17, 18, 19, 20, 21, and 22 of T&P RR Block 54, TWP 7, Reeves County, Texas.

(ii) *Depth.* The top of the Devonian Formation is encountered between the measured depths of 13,080 and 14,120 feet, with an approximate thickness of 100 feet.

(132) *Fusselman Formation in Texas.* RM79-76 (Texas—35).

(i) *Delineation of the formation.* The Fusselman Formation is located in the Nine Mile Draw Field area of Reeves County, Texas, Railroad Commission District 8. The designated area consists of Sections 12, 13, 24, 25, 36 and 37 of T&P RR Block 55, and Sections 5, 6, 11, 12, 13, 14, 17, 18, 19, 20, 21, and 22 of T&P RR Block 54, TWP 7, Reeves County Texas.

(ii) *Depth.* The Fusselman Formation is encountered between the measured depths of 13,340 and 14,396 feet, with an approximate thickness of 80 feet.

(133) *The Montoya Formation in Texas.* RM79-76 (Texas—35).

(i) *Delineation of the formation.* The Montoya Formation is located in the Nine Mile Draw Field area of Reeves County, Texas, Railroad Commission District 8. The designated area consists of Sections 12, 13, 24, 25, 36 and 37 of T&P RR Block 55, and Sections 5, 6, 11, 12, 13, 14, 17, 18, 19, 20, 21, and 22 of T&P RR Block 54, TWP 7, Reeves County, Texas.

(ii) *Depth.* The Montoya Formation is encountered between the measured depths of 13,395 and 14,490 feet, with an approximate thickness of 475 feet.

[FR Doc. 83-15073 Filed 6-3-83; 8:45 am]

BILLING CODE 6717-01-M

18 CFR Part 271

[Docket No. RM79-179 (New Mexico-19); Order No. 307]

High-Cost Gas Produced From Tight Formations; New Mexico

June 2, 1983.

AGENCY: Federal Energy Regulatory Commission, DOE.

ACTION: Final rule.

SUMMARY: The Federal Energy Regulatory Commission is authorized by section 107(c)(5) of the Natural Gas Policy Act of 1978 to designate certain types of natural gas as high-cost gas where the Commission determined that the gas is produced under conditions which present extraordinary risks or costs. Under section 107(c)(5), the Commission issued a final regulation designating natural gas produced from tight formations as high-cost gas which may receive an incentive price (18 CFR 271.703). This rule established procedures for jurisdictional agencies to submit to the Commission recommendations of areas for designation as tight formations. This final order adopts the recommendation of the State of New Mexico Energy and Minerals Department, Oil Conservation Division that a portion of the Mesaverde Formation underlying certain lands in San Juan County, New Mexico be designated as a tight formation under § 271.703(d).

EFFECTIVE DATE: This rule is effective July 5, 1983.

FOR FURTHER INFORMATION CONTACT: Jane M. Oliver, (202) 357-8316 or Victor Zabel, (202) 357-8616.

SUPPLEMENTARY INFORMATION: The Commission hereby amends § 271.703(d) of its regulations to include a portion of the Mesaverde Formation underlying land in San Juan County, New Mexico, as a designated tight formation eligible for incentive pricing under § 271.703. The amendment was proposed in a Notice of Proposed Rulemaking by the Director, Office of Pipeline and Producer Regulation, issued February 14, 1983 (48 FR 6992, February 17, 1983),[1] based on a recommendation by the State of New Mexico Energy and Minerals Department, Oil Conservation Division (New Mexico) in accordance with § 271.703, that certain areas of the Mesaverde Formation be designated as a tight formation.

Evidence submitted by New Mexico supports the assertion that the Mesaverde Formation meets the guidelines contained in § 271.703(c)(2).[2] The Commission adopts the New Mexico recommendation.

This amendment shall become effective July 5, 1983.

List of Subjects in 18 CFR Part 271

Natural gas, Incentive price, Tight formations.

(Department of Energy Organization Act, 42 U.S.C. 7101 *et seq.*; Natural Gas Policy Act of 1978, 15 U.S.C. 3301-3432; Administrative Procedure Act, 5 U.S.C. 553)

In consideration of the foregoing, Part 271 of Subchapter H, Chapter 1, *Code of Federal Regulations*, is amended as set forth below.

By the Commission.

Kenneth F. Plumb,

Secretary.

PART 271—[AMENDED]

Section 271.703 is amended by adding paragraph (d)(134) to read as follows:

§ 271.703 Tight formations.

* * * * *

(d) *Designated tight formations.* * * *

(134) *Mesaverde Formation in New Mexico.* RM79-76-179 (New Mexico-19).

(i) *Delineation of formation.* The Mesaverde Formation is located in San Juan County, New Mexico, Township 32 North, Range 8 West, NMPM, Sections 7, 8, and 17 through 20. The Mesaverde Formation is in the Blanco Mesaverde Gas Pool in the southwestern flank of the San Juan Basin.

(ii) *Depth.* The Mesaverde Formation consists of three members: the Cliffhouse member which average 50 feet in thickness, the Menefee member with thickness range of 230 to 290 feet, and the Point Lookout member which ranges from 150 to 200 feet in thickness. The vertical limits of the Mesaverde Formation are from the Huerfanito Bentonite in the Lewis Shale above to a point 500 feet below the top of the Point Lookout member. The average depth to the top of the Mesaverde Formation is 5,600 feet.

[FR Doc. 83-15074 Filed 6-3-83; 8:45 am]

BILLING CODE 6717-01-M

[1] Comments were invited and no comments or requests for a public hearing were received by the Commission in this docket.

[2] The United States Department of the Interior, Minerals Management Service concurs with New Mexico's recommendation.

DEPARTMENT OF THE TREASURY

Customs Service

19 CFR Part 101

[T.D. 83-125]

Realignment of Customs Service Field Organization

AGENCY: Customs Service, Treasury.

ACTION: General rule-related notice.

SUMMARY: This document advises the public that the regional structure of the Customs Service is being realigned.

The Norfolk, Virginia, and Washington, D.C. Customs Districts, will become part of the Southeast Region; the Nogales, Arizona, Customs District will become part of the Southwest Region; and the Great Falls, Montana, Customs District will become part of the North Central Region. Also, the boundaries of the Great Falls, Montana, Customs District will be redefined to include the States of Utah, formerly part of the San Francisco, California, Customs District, and Colorado, formerly part of the El Paso, Texas, Customs District.

These administrative changes are being made as part of Customs continuing program to obtain more efficient use of its personnel, facilities, and resources, and to provide better service to carriers, importers, and the public.

EFFECTIVE DATE: July 6, 1983.

FOR FURTHER INFORMATION CONTACT: C. Wayne Hamilton, Budget Division, U.S. Customs Service, 1301 Constitution Avenue, NW., Washington, D.C. 20229 (202-566-5187).

SUPPLEMENTARY INFORMATION:

Background

By Treasury Department Order No. 165-24, published in the **Federal Register** as T.D. 82-118 on June 25, 1982 (47 FR 27655), effective September 30, 1982, the regional management structure of the U.S. Customs Service was reorganized from nine to seven regions. With the completion of the regional consolidation as part of a continuing program to obtain more efficient use of its personnel, facilities, and resources, and to provide better service to carriers, importers, and the public, the regional structure of the Customs Service is being realigned.

The Great Falls, Montana, and Nogales, Arizona, Customs Districts, which are currently part of the Pacific Region, are being transferred to the North Central and Southwest Regions, respectively. In addition, the Norfolk, Virginia, and Washington, D.C., Customs Districts are being transferred from the Northeast Region to the Southeast Region. Finally, the boundaries of the Great Falls, Montana, Customs District are being redefined to include the State of Utah, now part of the San Francisco, California, Customs District, and the State of Colorado, now part of the El Paso, Texas, Customs District. This transfer will also alter regional boundaries because Utah, currently in the Pacific Region, and Colorado, currently in the Southwest Region, are being transferred to the North Central Region.

This realignment is in keeping with the President's program for reducing burdens on taxpayers and increasing productivity. There will be no adverse operational impact on the importing community or the traveling public and the changes will result in a more equitable distribution of workload throughout Customs.

Appropriate changes to the list of Customs regions, districts, and ports of entry, set forth in § 101.3(b), Customs Regulations (19 CFR 101.3(b)), will be made in a future document to be published in the **Federal Register**.

Executive Order 12291

Because this is a general notice which relates to the organization of Customs, it is not a regulation or rule subject to Executive Order 12291.

Regulatory Flexibility Act

This notice is not subject to the provisions of Pub. L. 96-354, the Regulatory Flexibility Act (5 U.S.C. 601-612) because that Act does not apply to a document such as this for which a notice of proposed rulemaking is not required by the Administrative Procedure Act (5 U.S.C. 551 *et seq.*), or any other law.

Drafting Information

The principal author of this document was James S. Demb, Regulations Control Branch, Office of Regulations and Rulings, U.S. Customs Service. However, personnel from other Customs offices participated in its development.

List of Subjects in 19 CFR Part 101

Customs duties and inspection, Harbors, Organization and functions (Government agencies), Seals and insignia, Vessels.

Alfred R. De Angelus,

Acting Commissioner of Customs.

Approved: March 7, 1983.

John M. Walker, Jr.,

Assistant Secretary of the Treasury.

[FR Doc. 83-14890 Filed 6-3-83; 8:45 am]

BILLING CODE 4820-02-M

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19 CFR Part 177

[T.D. 83-126]

Guidelines for the Disposition of Merchandise Samples Submitted in Connection With Ruling Requests

AGENCY: Customs Service, Treasury.

ACTION: Rule related general notice.

SUMMARY: This document provides guidelines for the handling and disposition of merchandise samples submitted in connection with requests made to Customs for rulings that interpret and apply provisions of the Customs and related laws to a specific set of facts. These guidelines are being adopted as part of Customs continuing program to obtain more efficient use of its personnel, facilities, and resources, and to provide better service to carriers, importers, and the general public. These guidelines provide pertinent information that is appropriate and helpful to persons submitting samples to Customs in connection with ruling requests.

EFFECTIVE DATE: June 6, 1983.

FOR FURTHER INFORMATION CONTACT: John T. Roth, Classification and Value Division, U.S. Customs Service, 1301 Constitution Avenue, NW., Washington, D.C. 20229 (202)-566-5868.

SUPPLEMENTARY INFORMATION:

Background

In response to the growing need for a formal procedure to govern the disposition of merchandise samples received in connection with requests for administrative rulings under Part 177 of the Customs Regulations (19 CFR Part 177), Customs has provided guidelines for the handling and disposition of these samples. Certain of the guidelines relate to the return of samples to the submitting parties. Adoption of these guidelines reflects Customs continuing program to obtain more efficient use of its personnel, facilities, and resources, and to provide better service to carriers, importers, and the general public.

Notice of Guidelines

In general and except as hereinafter provided, the guidelines provide for the return of the sample to the submitting party provided such return is requested in writing within 90 days of the date of issuance of the ruling to which the sample relates (or in the event no ruling can be issued, within 90 days of the date of notice of that fact). In certain cases, Customs may request permission to retain a sample for reference purposes. If such permission is granted, and the return of the sample was requested by the submitting party, the sample will be returned when no longer needed by Customs. The request for the return of a sample should be made at the time the sample is furnished to Customs, but must be received not later than 90 days after the date of issuance of the ruling or decision to which the sample relates (or 90 days after the date of notice that no ruling can be issued). The request should be made to the same office from which the ruling or decision was requested or, in the case of requests made after the issuance of the ruling or decision, to the office which issued that ruling or decision.

In the interests of simplicity and practicality and as a service to parties requesting administrative rulings, Customs will, upon request, package and return by mail any mailable sample. Such parcels will not be mailed insured and Customs will assume no responsibility for breakage, damage, or other loss with respect to samples returned by mail. Similarly, parties submitting samples are advised that any sample submitted may be altered, damaged, or consumed in the course of examination, testing, or analysis by Customs. Customs assumes no responsibility for such change, damage, or loss, or for loss or damage of any kind whatsoever, unless Customs has specifically assumed such liability in writing. Parties submitting samples which cannot be returned by mail, however, are responsible for arranging for the return of such samples (if such return is desired).

As of June 6, 1983, Customs will have many samples on hand which relate to rulings or decisions issued on or before this date. Any party submitting a sample with respect to a ruling or decision which was issued by Customs during the period July 1, 1982, through June 6, 1983 who desires the return of the sample (provided the sample has not already been returned), may request such return from the office which issued the ruling or decision. The request must be made in writing on or before September 6, 1983. Parties submitting samples in connection with rulings or decisions issued after June 6, 1983 will have 90 days from the date of the ruling or decision to request, in writing, the return of their samples.

Except as hereinabove provided, samples which are not retained for reference purposes by Customs or requested to be returned to the submitting party within 90 days of the date of issuance of the ruling or decision to which they relate, will be destroyed or otherwise disposed of by Customs in accordance with applicable law and regulations.

The new guidelines will be applied by Customs to requests for rulings received on and after June 6, 1983. Copies of the guidelines or further information with respect to the return of specific samples will be available on or after that date to persons submitting samples. Inquiries should be directed to the office to which the sample was submitted.

Inapplicability of Both the Delayed Effective Date Provision and the Solicitation of Comments

This document provided guidelines concerning Customs procedures and is designed to promote efficient use of personnel, facilities, and resources. Accordingly, pursuant to 5 U.S.C. 553 (b) and (d)(3), no notice of proposed rulemaking and solicitation of comments is required and good cause is found for dispensing with the delayed effective date for adoption of the new guidelines for the handling and disposing of merchandise samples submitted in connection with ruling requests.

List of Subjects in 19 CFR Part 177

Customs duties and inspection, Imports, Administrative practice and procedure.

Executive Order 12291

Because this will not result in a "major rule" as defined in section 1(b) of E.O. 12291, the regulatory impact analysis and review prescribed by section 3 of E.O. is not required.

Regulatory Flexibility Act

The regulatory flexibility analysis requirements under the provisions of sections 603 and 604 of title 5, United States Code (as added by section 3 of Pub. L. 96–354, the "Regulatory Flexibility Act") are not applicable to this document because there is no requirement to publish a notice of proposed rulemaking under the provisions of section 553, 5 U.S.C. 553.

Drafting Information

The principal author of this document was James. S. Demb, Regulations Control Branch, U.S. Customs Service. However, personnel from other Customs offices participated in its development.

Approved: May 16, 1983.

Alfred R. De Angelus,

Acting Commissioner of Customs.

John M. Walker, Jr.,

Assistant Secretary of the Treasury.

[FR Doc. 83-15060 Filed 6-3-83; 8:45 am]

BILLING CODE 4820-02-M

DEPARTMENT OF TRANSPORTATION

Federal Highway Administration

23 CFR Ch. I

Acceleration of Projects; Policy Statement

AGENCY: Federal Highway Administration (FHWA), DOT.

ACTION: Notice of policy statement.

SUMMARY: This notice provides an interim statement of FHWA policy on acceleration of projects and how alternative methods to advance a Federal-aid project should be implemented.

EFFECTIVE DATE: June 6, 1983.

FOR FURTHER INFORMATION CONTACT: Mr. Steiner M. Silence, Chief, Special Procedures Branch, (202) 426–0334 or Mr. Edward V. A. Kussy, Office of the Chief Counsel (202) 426–0791, Federal Highway Administration, 400 Seventh Street, SW., Washington, D.C. 20590. Office hours are from 7:45 a.m. to 4:15 p.m., e.t., Monday through Friday.

SUPPLEMENTARY INFORMATION: This notice provides interim guidance to implement Section 129 of the Surface Transportation Assistance Act of 1982, Pub. L. 97–424, January 6, 1983. It sets forth current FHWA policy on acceleration of projects as part of FHWA's continuing efforts to streamline the Federal-aid highway process. This policy is based upon the results of a demonstration project accomplished under Section 141 of the 1976 Federal-Aid Highway Act. Pub. L. 94–280, 90 Stat. 444, known as the Everett Bypass Project, comments and actions taken as a result of the April 1981 report issued by the American Association of State Highway and Transportation Officials (AASHTO) titled, "Federal Mandates Contributing to Excessive Project Costs," and various meetings and workshops dealing with expedited and simplified Federal-aid procedures. The policy encourages States to make maximum use of the program to Facilitate Acceleration through Special

Techniques (FAST) and is considered part of FHWA's on-going work toward the goal of new rulemaking to streamline procedures.

The FHWA is committed to simplification of procedures for developing all highway projects. The procedures set forth in this notice are consistent with current FHWA rules. In a future rulemaking for this program, we will also be considering significant "across the board" changes to existing FHWA and State procedures and operations, which would be available to accelerate projects. Changes such as regulatory waivers and "turnkey" design/construction projects may be involved. Comments will be solicited upon further development of the program.

Every effort should be made to assure that implementation of the FAST program will accommodate a broader effort as well as provide immediate action to improve critically deficient elements of the Federal-aid highway system, obligate the increased Federal-aid funding levels for FY 1983–1986, and accomplish the objectives of Section 129 of the 1982 Surface Transportation Assistance Act (Pub. L. 97–424, 96 Stat. 2118).

Earlier instructions on acceleration of projects suggested reviews of existing policies and procedures to identify areas where changes could be made along lines of the Everett Bypass report. Those reviews should be used at this time to provide background for further implementation of this program.

Based on information received in efforts over the past two years to simplify procedures, accelerate projects, and reduce Federal mandates, it is evident that substantial time and money can be saved through systematic application of special techniques applied to selected priority projects. While suitable projects should be designated with care to allow acceleration efforts to be focused, the number of projects need not be limited to one or two per State as earlier suggested. The FAST program will identify the purpose and approach of expediting projects by special treatment including exemption from normal processing requirements. Of course, where State law requires more restrictive procedures than these, the State law is to govern.

Implementation of this program is to be carried out as follows:

—States shall immediately be advised of the availability of the FAST program to expedite their high priority work and be requested to submit their proposed FAST projects. The number of projects should reflect staffing capabilities to provide the special priority treatment required.

—The FAST projects should be selected from candidates which would: (a) have a high degree of public support and a low level of controversy, (b) provide a significant improvement to safety, traffic operation and/or economic development, (c) upon completion be of immediate use to the traveling public, and (d) be significantly expedited by the special techniques permitted.

—The State's proposal requesting approval of FAST projects should show proposed acceleration techniques to be applied, specific deadline dates for key phases and overall timesavings which may be realized.

—Upon approval by the FHWA Division Administrator, the proposed list of FAST projects, with background information, shall be provided to the FHWA Regional Administrator.

—The Regional Administrator shall coordinate program efforts regionwide and provide information, support and approvals as appropriate.

—The FAST projects shall be advanced in accordance with normal Federal-aid procedures with the following provisions:

• The FHWA Division Administrator is delegated approval authority for all FAST project actions normally reserved for higher FHWA authority unless otherwise provided below.

• Project coordinators shall be designated by the State highway agency and FHWA field offices to monitor progress and to assure there is a joint commitment to expedit.

• Coordination meetings should be held to monitor progress and to assure timely decisions are reached.

• "Milestone" meetings involving top management should be held at major project stages (e.g., Environmental Clearance/Design Approval, PS&E).

• Environmental documents requiring FHWA Headquarters approval should be transmitted to Washington immediately on preparation. Headquarters will provide appropriate comments, and, where possible, will delegate authority for approval of the final environmental impact statement (EIS) to the FHWA regional office without prior concurrence. The region may redelegate such approval to the division subject only to legal review by the Regional Counsel. Special cases may call for Headquarters participation and review during early meetings with the State, FWHA field offices, and other agencies.

• For environmental documents not requiring Headquarters approval, if no significant comments on a draft EIS or draft 4(f) evaluation are made by Regional or Headquarters offices, processing of the final EIS or 4(f) determination may be accomplished by the Division Administrator, subject only to legal review by the Regional Counsel.

• Categorical exclusion determinations for activities not currently listed in 23 CFR 771.115(b) should be considered where appropriate and approved in accordance with 23 CFR 771.117.

• The draft environmental document should indicate which, if any, of the alternatives currently under consideration is the preferred alternative.

• A critical path schedule of development should be provided for each project showing specific deadline dates for key phases of the remaining project work where the State and Division agree this would save time.

• Where public involvement is required, continuous public involvement processes should be applied which are tailored to each project. If possible, a single combined public hearing should also be used.

• Environmental documents may include public hearing certification and location and design study documentation.

• Any necessary design consultant selection work should be started as early as possible followed by negotiations once the preferred alignment is selected.

• District, area or statewide specialty projects such as those for resurfacing should be used where time and money will be saved.

• Copies of required permit documents should be provided to all reviewing offices for concurrent action.

• State and Federal review agencies should be requested to give priority to necessary actions.

• Where more than one office is required to review elements of a project, concurrent reviews should be made wherever practical.

• Final design work may be authorized to permit engineering and environmental decisions necessary to complete a finding of no significant impact (FONSI) or an EIS and to comply with other laws and regulations which

must be accomplished coincidentally with the NEPA process.

• Value Engineering should be applied early in project development (e.g., environmental/location) to identify cost and timesaving elements.

• Sensitive right-of-way acquisitions and potential relocation problems on all major alternatives should be identified and title evidence for appraisals should be gathered not later than the evironmental study phase.

• A preliminary alignment plan should be provided to right-of-way personnel as soon as possible after identification of the preferred alternative.

• Right-of-way plan preparation should begin as soon as possible after identification of the preferred alternative.

• Necessary right-of-way work, up to the actual acquisition (negotiation) stage may be authorized prior to completion of the NEPA process.

• Last resort housing should be made available when it will significantly expedite clearing the right-of-way and facilitate relocating residents.

• A "caseworker" approach should be used on negotiations and relocation assistance by using one individual for both functions for a more personalized result.

• Use of incentive/disincentive clauses on construction contracts should be considered to save time.

• Specifications should be revised to reduce "method-type" provisions which are too time consuming considering state-of-the-art equipment and materials.

• The use of standard designs and prefabricated items should be encouraged.

• The time from bid opening to contract award should be reduced to 3 weeks or less where possible.

• The period from contract award to start of work should be minimized.

Other items which should be applied as appropriate:

• Photogrammetry, if needed, should be done very early in project development.

• Separate "Technical Reports" should be prepared to complement environmental documentation where they would expedite the process.

• Availability of critical materials should be investigated early in project development.

• Advertising periods for public hearings should be reduced to 2 weeks where consistent with applicable regulations.

• Administrative right-of-way settlement decisions should be delegated to the lowest level practical.

• End result specifications and lump sum payments may be used for selected bid items where reduced time or cost would result.

• An analysis of the project should be done to determine how construction could be reasonably staged to facilitate the earliest opening of usable segments of the project.

• A reduced contract advertising period should be considered along with use of pre-bid advertising.

Expediting planning efforts between project conception and selection for the FAST program can be done through: (1) Grouping smaller projects for inclusion in the TIP/AE by functional classification, geographical area or work type, and (2) taking advantage of the TIP/AE exclusion provisions of the joint FHWA/UMTA urban transportation planning regulations.

This program can be summarized as a systematic effort to expedite projects through exceptions to normal procedures based on predetermined priority need. The FAST procedures outlined above are designed to be consistent with existing FGHWA regulations. Additional techniques consistent with regulations may be obtainable for specific projects and should be addressed in the State submission.

Should difficulties arise in application of a specific element of a selected FAST project, work should revert to normal procedures. The State should be advised that FHWA would normally be more involved in FAST projects than may otherwise be the case especially in the instance of the Secondary Road Plan or Certification acceptance coverage. This is necessary for the FHWA Division Administrator to be able to determine if, at any stage, the selection conditions no longer apply to a particular FAST project, the State's need for the project has diminished or that serious objection by other government agencies or the public has arisen. In such case, the FHWA Division Administrator, upon coordination with the State and consideration of modifications to accommodate problems encountered shall notify the State as well as the FHWA Regional Administrator that these procedures no longer apply and normal procedures shall apply.

Issued on: May 27, 1983.

L. P. Lamm,

Deputy Federal Highway Administrator, Federal Highway Administration.

[FR Doc. 83-14993 Filed 6-3-83; 8:45 am]

BILLING CODE 4910-22-M

DEPARTMENT OF JUSTICE

28 CFR Part 0

[Tax Division Directive No. 45]

Redelegation of Authority To Compromise and Close Civil Claims

AGENCY: Tax Division, Justice.

ACTION: Final rule.

SUMMARY: This directive supersedes Tax Division Directive No. 43. The directive gives the United States Attorneys authority to compromise and close judgments referred to them, which do not exceed $50,000, and to reject offers in compromise of judgments referred to them, regardless of amount.

EFFECTIVE DATE: This directive shall become effective June 6, 1983.

FOR FURTHER INFORMATION CONTACT: Mildred L. Seidman, Tax Division, Department of Justice, Washington, D.C. 20530, 202-724-6567.

SUPPLEMENTARY INFORMATION: The Assistant Attorney General for the Tax Division has determined that this directive is not a rule within the meaning of Executive Order 12291 or the Regulatory Flexibility Act.

List of Subjects in 28 CFR Part 0

Government employees, Organization and functions (government agencies).

Appendix to Subpart Y [Amended]

In appendix to Subpart Y—Redelegation of Authority to Compromise and Close Civil Claims, Tax Division Directive No. 43 is removed and Directive No. 44 is added as follows:

By virtue of the authority vested in me by Part 0 of Title 28 of the Code of Federal Regulations, particularly §§ 0.70, 0.160, 0.162, 0.164, 0.166, and 0.168, it is ordered as follows:

* * * * *

[Directive No. 44]

Section 1. The Chiefs of the Civil Trial Sections, the Claims Court Section, and the Appellate Section are authorized to reject offers in compromise, regardless of amount, provided that such action is not opposed by the agency or agencies involved.

Section 2. Subject to the conditions and limitations set forth in Section 7 hereof, the Chiefs of the Civil Trial Sections and Claims Court Section are authorized to:

(A) Accept offers in compromise in all civil cases in which the amount of the Government's concession, exclusive of statutory interest, does not exceed $200,000,

(B) Approve administrative settlements not exceeding $100,000,

(C) Approve concessions (other than by compromise) of civil claims asserted by the Government in all cases in which the gross amount of the original claim does not exceed $100,000,

(D) Accept offers in compromise in injunction or declaratory judgment suits against the United States in which the amount of the related liability, if any, does not exceed $200,000, and

(E) Accept offers in compromise in all other nonmonetary cases,

provided that such action is not opposed by the agency or agencies involved, and provided further that the case is not subject to reference to the Joint Committee on Taxation.

Section 3. Subject to the conditions and limitations set forth in Section 7 hereof, the Chief of the Appellate Section is authorized to:

(A) Accept offers in compromise with reference to litigating hazards of the issues on appeal in all civil cases in which the amount of the Government's concession, exclusive of statutory interest, does not exceed $200,000,

(B) Accept offers in compromise in declaratory judgment suits against the United States in which the amount of the related liability, if any, does not exceed $200,000, and

(C) Accept offers in compromise in all other nonmonetary cases which do not involve issues concerning collectibility,

provided that such action is not opposed by the agency or agencies involved or the chief of the section in which the case originated, and provided further that the case is not subject to reference to the Joint Committee on Taxation.

Section 4. Subject to the conditions and limitations set forth in Section 7 hereof, the Chief of the Office of Review shall have authority to:

(A) Accept offers in compromise in all civil cases in which the amount of the Government's concession, exclusive of statutory interest, does not exceed $500,000,

(B) Approve administrative settlements not exceeding $500,000,

(C) Approve concessions (other than by compromise) of civil claims asserted by the Government in all cases in which the gross amount of the original claim does not exceed $500,000,

(D) Accept offers in compromise in all nonmonetary cases, and

(E) Reject offers in compromise, or disapprove administrative settlements or concessions, regardless of amount,

provided that the action is not opposed by the agency or agencies involved or the chief of the section to which the case is assigned, and provided further that the case is not subject to reference to the Joint Committee on Taxation.

Section 5. Subject to the conditions and limitations set forth in Section 7 hereof, the Deputy Assistant Attorneys General and the Special Counsel to the Assistant Attorney General each shall have authority to:

(A) Accept offers in compromise of claims against the Government in all cases in which the amount of the government's concession, exclusive of statutory interest, does not exceed $750,000,

(B) Approve administrative settlements not exceeding $750,000,

(C) Accept offers in compromise of claims in behalf of the Government in all cases in which the difference between the gross amount of the original claim and the proposed settlement does not exceed $750,000 or 10 percent of the original claim, whichever is greater,

(D) Approve concessions (other than by compromise) of civil claims asserted by the Government in all cases in which the gross amount of the original claim does not exceed $750,000,

(E) Accept offers in compromise in all nonmonetary cases, and

(F) Reject offers in compromise, or disapprove administrative settlements or concessions, regardless of amount,

provided that such action is not opposed by the agency or agencies involved, and provided further that the case is not subject to reference to the Joint Committee on Taxation.

Section 6. Subject to the conditions and limitations set forth in Section 7 hereof, United States Attorneys are authorized to:

(A) Reject offers in compromise of judgments in favor of the Government regardless of amount,

(B) Accept offers in compromise of judgments in favor of the Government where the amount of the judgment does not exceed $50,000, and

(C) Terminate collection activity by that office as to judgments in favor of the Government which do not exceed $50,000 if the United States Attorney concludes that the judgment is uncollectible,

provided that such action has the concurrence in writing of the agency or agencies involved, and provided further that this authorization extends only to judgments which have been formally referred to the United States Attorney for collection.

Section 7. The authority redelegated herein shall be subject to the following conditions and limitations:

(A) When, for any reason, the compromise or administrative settlement or concession of a particular claim, as a practical matter, will control or adversely influence the disposition of other claims totalling more than the respective amounts designated in Sections 2, 3, 4, 5 and 6 the case shall be forwarded for review at the appropriate level.

(B) When, because of the importance of a question of law or policy presented, the position taken by the agency or agencies or by the United States Attorney involved, or any other considerations, the person otherwise authorized herein to take final action (or the Chief of the Office of Review, in cases which have been considered by such office) is of the opinion that the proposed disposition should be reviewed at a higher level, the case shall be forwarded for such review.

(C) If the Department has previously submitted a case to the Joint Committee on Taxation leaving one or more issues unresolved, any subsequent compromise or concession in that case must be submitted to the Joint Committee, whether or not the overpayment exceeds the amount specified in Section 6405 of the Internal Revenue Code.

(D) Nothing in this Directive shall be construed as altering any provision of Subpart Y of Part 0 of Title 28 of the Code of Federal Regulations requiring the submission of certain cases to the Attorney General, the Deputy Attorney General, or the Solicitor General.

(E) Authority to approve recommendations that the Government confess error, or make administrative settlements, in cases on appeal, is excepted from the foregoing redelegations.

(F) The Assistant Attorney General, at any time, may withdraw any authority delegated by this directive as it relates to any particular case or category of cases, or to any part thereof.

Section 8. This Directive supersedes Tax Division Directive No. 43, effective April 19, 1983.

Section 9. This Directive shall become effective on the date of its publication in the **Federal Register.**

Glenn L. Acher, Jr.,

Assistant Attorney General, Tax Division.

Approved:

Edward C. Schmultz,

Deputy Attorney General.

May 25, 1983.

[FR Doc. 83-15076 Filed 6-3-83; 8:45 am]

BILLING CODE 4410-01-M

DEPARTMENT OF THE INTERIOR

Office of Surface Mining Reclamation and Enforcement

30 CFR Part 946

Approval of Permanent Program Amendments From the State of Virginia Under the Surface Mining Control and Reclamation Act of 1977

AGENCY: Office of Surface Mining Reclamation and Enforcement (OSM), Interior.

ACTION: Final rule.

SUMMARY: This document amends 30 CFR Part 946 by removing one of the conditions of approval of the Virginia permanent regulatory program under the Surface Mining Control and Reclamation Act of 1977 (SMCRA). Virginia has submitted provisions to OSM which satisfy condition (q) relating to awarding of costs and attorneys' fees against the State in judicial and administrative proceedings imposed by the Secretary of the Interior in his approval of the Virginia program. The document also amends 30 CFR 946 by the inclusion of an amendment to correct an erroneous cross-reference in the Virginia Surface Mining Control and Reclamation Act of 1979 (Virginia SMCRA) which was submitted as a program amendment to the Virginia program under the provisions of 30 CFR 732.17.

After providing opportunity for public comment and conducting a thorough review of the program amendments, the Secretary of the Interior has determined

that the modifications to the Virginia program satisfy condition (q) of the Secretary's approval and that the additional modification meets the requirements of SMCRA and the Federal permanent program regulations. Accordingly, the Secretary of the Interior has removed the condition from his approval of the Virginia program and approved the additional modification.

Part 946 of 30 CFR Chapter VII is being amended to implement this decision.

EFFECTIVE DATE: June 6, 1983.

FOR FURTHER INFORMATION CONTACT: Arthur W. Abbs, Chief, Division of State Program Assistance, Office of Surface Mining, 1951 Constitution Avenue, Washington, D.C. 20240; Telephone: (202) 343-5351.

SUPPLEMENTARY INFORMATION: On March 3, 1980, the Secretary of the Interior received a proposed regulatory program from the Commonwealth of Virginia. On October 22, 1980, following a review of the proposed program as outlined in 30 CFR Part 732, the Secretary approved in Part and disapproved in part the proposed program (45 FR 69977-70000). Virginia resubmitted its proposed regulatory program on August 13, 1981, and after a subsequent review, the Secretary approved the program subject to the correction of 19 minor deficiences. The approval was effective upon publication of the notice of conditional approval in the December 15, 1981 **Federal Register** (46 FR 61088-61115).

Information pertinent to the general background, revisions, modifications, and amendments to the proposed permanent program submission, as well as the Secretary's findings, the disposition of comments and a detailed explanation of the conditions of approval of the Virginia program can be found in the December 15, 1981 **Federal Register**. Information pertinent to the previous amendments submitted by Virginia to satisfy 17 of the conditions can be found in the July 21, 1982 **Federal Register** (47 FR 31549) and in the December 13, 1982 **Federal Register** (47 FR 55675).

One of the minor conditions of the approval imposed by the Secretary was as follows:

> Condition (q) requires Virginia to submit a copy of enacted law or otherwise amend its program to provide for the awarding of costs and attorneys' fees against the State in judicial and administrative proceedings consistent with section 525(e) of SMCRA.

On March 22, 1983, Virginia submitted an act passed by the Virginia General Assembly which amends Section 45.1-249 and 45.1-251 of the Virginia SMCRA to satisfy condition (q) set by the Secretary in his conditional approval (Administrative Record No. VA 463). This act amends the Virginia SMCRA to provide for the award of costs and expenses, including attorneys' fees, against the State in judicial and administrative proceedings.

Also, in the March 22, 1983 letter, Virginia submitted two additional proposed revisions to the Virginia SMCRA. One of the proposed revisions amends Sections 45.1-240 to correct an erroneous cross-reference in the Virginia SMCRA. The second proposed revision, which is the subject of a separate notice of rulemaking (48 FR 17071, April 21, 1983), amends Section 45.1-234 of the Virginia SMCRA to subject interim program operations to the penalty and enforcement provisions of the Virginia SMCRA and the penalty and enforcement regulations implementing those sections.

OSM published a notice in the **Federal Register** on April 19, 1983, announcing receipt of the amendments and inviting public comment on whether the proposed program amendment corrected the deficiency (48 FR 16707). The public comment period ended May 19, 1983. A public hearing scheduled for May 16, 1983, was not held because no one expressed a desire to present testimony.

Secretary's Findings

The Secretary finds, in accordance with SMCRA and 30 CFR 732.17 and 732.15, that the program amendments submitted by Virginia on March 22, 1983, meet the requirements of SMCRA and 30 CFR Chapter VII as set forth below.

1. *Condition (q).* Virginia has revised Sections 45.1-249 and 45.1-251 of the Virginia SMCRA to provide for the award of costs and expenses, including attorneys' fees, to any party to any judicial or administrative proceeding and to assess such costs and expenses against any other party as deemed proper. Further, the term "party" includes the Commonwealth or any of its agents, officers or employees. The Secretary finds this amendment to be in accordance with section 525(e) of SMCRA and to satisfy the condition.

2. *Non-substantive correction to the Virginia SMCRA.* Virginia has revised Section 45.1-240 of the Virginia SMCRA to correct an erroneous cross-reference. The amendment relates to the decision of the Director upon a permit application, hearing and appeal. Specifically, the correction changes the erroneous cross-reference relating to informal hearings from Section 45.1-255 to the correct citation of Section 45.1-239 of the Virginia SMCRA. The Secretary finds this amendment consistent with the requirements of SMCRA and the Federal regulations.

Part 946 of 30 CFR Chapter VII is being amended to reflect approval of the above State program modifications. Also, 30 CFR Part 946 is being reorganized and expanded to reflect all final actions to date pertaining to State program amendments submitted by Virginia. This reorganization should afford the reader a clearer indication of the Secretary's approval or disapproval of Virginia's State program amendments.

Public Comment

No comments were received from the public on Virginia's proposed amendments. Comments from Federal agencies were limited and did not identify any specific deficiencies of the proposed program amendments.

Pursuant to section 503(b) of SMCRA and 30 CFR 732.17(h)(10)(i), of those Federal agencies invited to comment, comments were received from the following: Fish and Wildlife Service, Bureau of Mines, Bureau of Land Management, Mine Safety and Health Administration, and the Army Corps of Engineers.

Additional Determinations

1. *Compliance with the National Environmental Policy Act:* The Secretary has determined that, pursuant to Section 702(d) of SMCRA, 30 U.S.C. 1292(d), no environmental impact statement need be prepared on this rulemaking.

2. *Executive Order No. 12291 and the Regulatory Flexibility Act:* On August 28, 1981, the Office of Management and Budget (OMB) granted OSM an exemption from Section 3, 4, 7, and 8 of Executive Order 12291 for actions directly related to approval or conditional approval of State regulatory programs. Therefore, this action is exempt from preparation of a Regulatory Impact Analysis and regulatory review by OMB.

The Department of the Interior has determined that this rule will not have a significant economic effect on a substantial number of small entities under the Regulatory Flexibility Act (5 U.S.C. 601 *et seq.*). This rule will not impose any new requirements; rather, it will ensure that existing requirements established by SMCRA and the Federal rules will be met by the State.

3. *Paperwork Reduction Act:* This rule does not contain information collection requirements which require approval by the Office of Management and Budget under 44 U.S.C. 3507.

List of Subject in 30 CFR Part 946

Coal mining, Intergovernmental relations, Surface mining, Underground mining.

Therefore, Part 946 of 30 CFR Chapter VII ia amended as set forth herein.

Dated: May 31, 1983.

Daniel N. Miller, Jr.,

Assistant Secretary for Energy and Minerals.

[Pub. L. 95-87, Surface Mining Control and Reclamation Act of 1977 (30 U.S.C. 1201 *et seq.*)]

PART 946—VIRGINIA

1. 30 CFR 946.10 is revised to read:

§ 946.10 State regulatory program approval.

The Virginia State Program, as submitted on March 3, 1980, as amended and clarified on June 16, 1980, as resubmitted on August 13, 1981, and clarified in a meeting with OSM on September 21 and 22, 1981, and in a letter to the Director of the Office of Surface Mining on October 15, 1981, is conditionally approved, effective December 15, 1981. Beginning on that date, the Department of Conservation and Economic Development, Division of Mined Land Reclamation, shall be deemed the regulatory authority in Virginia for all surface coal mining and reclamation operations and all exploration operations on non-Federal and non-Indian lands. Copies of the conditionally approved program, as amended, are available for review at:

(a) Virginia Division of Mined Land Reclamation, Drawer U, 622 Powell Avenue, Big Stone Gap, Virginia 24219
(b) Virginia Department of Conservation and Economic Development, 1100 State Office Building, Richmond, Virginia 23219
(c) Office of Surface Mining, Reclamation and Enforcement, Flannagan and Carroll Streets, Lebanon, Virginia 24266
(d) Office of Surface Mining, Reclamation and Enforcement, Room 5315, 1100 L Street, N.W., Washington, D.C. 20240

2. 30 CFR 946.11 is amended to remove and reserve paragraph (q).

§ 946.11 Conditions of State regulatory program approval.

* * * * *

(q) [Reserved]

* * * * *

3. Part 946 is amended by adding a new § 946.12 as set forth below:

§ 946.12 State program provisions disapproved.

(a) The following provisions were disapproved effective April 22, 1983: §§ 45.1-364.A.1, 45.1.-364.A.3 and 45.1-364.A.4 of Chapter 23 of the Code of Virginia; and 3.01(a)(1), 3.01(a)(5) and 3.01(a)(4) of the Virginia Coal Surface Mining and Reclamation Regulations for Operations Disturbing Two Surface Acres or Less.

4. Part 946 is amended by adding a new § 946.15 as set forth below:

§ 946.15 Approval of regulatory program amendments.

(a) The following amendment was approved effective July 21, 1982: Virginia's revised policy statement granting authority to field inspectors to issue cessation orders for imminent danger or harm, submitted January 28, 1982, to satisfy condition (k).

(b) The following amendments were approved effective August 19, 1982:

(1) Section 33.1-246.1 of the Virginia Surface Mining Control and Reclamation Act (Virginia SMCRA), repealed upon adoption of House Bill 975 and upon approval of the amendment by the Secretary of the Interior, submitted July 9, 1982.

(2) Virginia revised regulations, § V816.150 and V817.150, submitted July 9, 1982.

(c) The following amandments were approved effective September 21, 1982:

(1) New §§ 45.1-270.1—45.1-270.7 of the Virginia SMCRA, submitted July 8, 1982.

(2) Virginia revised regulations, § V808.15, new part V809 and appropriate reference changes to remainder of Subchapter VJ.

(d) The following amendments were approved effective December 13, 1982:

(1) Virginia revised regulations, submitted August 13, 1982, to satisfy conditions (a), (b), (c), (d), (e), (f), (g), (h), (i), (j), (l), (m), (n), (o), (p) and (s).

(2) Amended § 45.1-235(C) of the Virginia SMCRA and Virginia revised regulations, submitted August 13, 1982.

(e) The following amendment was approved effective January 18, 1983: Virginia revised regulations, Section V809, submitted September 30, 1982.

(f) The following amendment was approved effective February 28, 1983: Virginia revised regulations, § V809.11, submitted December 20, 1982.

(g) The following amendment was approved effective April 21, 1983: Amended § 45.1-234 of the Virginia SMCRA, submitted March 22, 1983.

(h) The following amendment was approved effective April 22, 1983: Chapter 23 of Title 45 of the Code of Virginia and the Virginia Coal Surface Mining Reclamation Regulations for Operations Disturbing Two Surface Acres or Less except for the provisions listed at 30 CFR 946.12, submitted on July 9, 1982.

(i) The following amendments were approved effective June 6, 1983:

(1) Amended §§ 45.1-249 and 45.1-251 of the Virginia SMCRA, submitted March 22, 1983, to satisfy condition (q).

(2) Amended § 45.1-240 of the Virginia SMCRA, submitted March 22, 1983.

[FR Doc. 83-15097 Filed 6-3-83; 8:45 am]

BILLING CODE 4310-05-M

DEPARTMENT OF TRANSPORTATION

Coast Guard

33 CFR Part 100

[CGD5-83-02]

Regatta; Norfolk Harborfest

AGENCY: Coast Guard, DOT.

ACTION: Final rule.

SUMMARY: Special local regulations are being adopted for the City of Norfolk Harborfest regatta. This event will be held on June 10-12, 1983 at the Norfolk waterfront. The regulations are needed to provide for the safety of life on navigable waters during the event.

EFFECTIVE DATE: These regulations are effective from 10 a.m. EDST to 10:30 p.m. EDST on June 10, 1983; from 8 a.m. EDST to 11 p.m. EDST on June 11, 1983; and from 9 a.m. EDST until 10 p.m. EDST on June 12, 1983.

FOR FURTHER INFORMATION CONTACT: Lieutenant Commander Duane I. Preston, Chief, Boating Affairs Branch, Fifth Coast Guard District, 431 Crawford Street, Portsmouth, Virginia 23705 (804-398-6204).

SUPPLEMENTARY INFORMATION: On March 24, 1983 the Coast Guard published a notice of proposed rule making in the **Federal Register** for this regulation (48 FR 12398). Interested persons were requested to submit comments and no comments were received. The final rule is being made effective in less than 30 days. The application to hold the event was not received in sufficient time to provide for a delayed effective date.

Drafting Information

The drafters of this notice are LCDR Duane I. Preston, project officer, Chief, Boating Affairs Branch, Fifth Coast Guard District, and CDR David J. Kantor, project attorney, Fifth Coast Guard District Legal Office.

Discussion of Regulations

The annual City of Norfolk Harborfest is scheduled to be held on June 10-12.

1983 at the Norfolk waterfront. Numerous water events, including ski shows, boat races, and military demonstrations, are scheduled to take place on the Elizabeth River. In addition, approximately 400 spectator craft are expected to attend the event. As a result, it will be necessary to designate a portion of the Elizabeth River as a regulated area to promote safety of life during Harborfest.

List of Subjects in 33 CFR Part 100

Marine safety, Navigation (water).

Regulations

PART 100 —[AMENDED]

In consideration of the foregoing, Part 100 of Title 33, Code of Federal Regulations, is amended by adding a temporary § 100.35-501 to read as follows:

§ 100.35-501. Norfolk Harborfest.

(a) *Regulated Area.* Those waters of the Elizabeth River and its branches from shore to shore and bounded by the Midtown tunnel on the north, the Downtown tunnel on the south, and the Berkley Bridge on the east.

(b) *Special Local Regulations.*—(1) Except for participants in the Norfolk Harborfest or persons or vessels authorized by the Coast Guard Patrol Officer, no person or vessel may enter or remain in the regulated area.

(2) The operator of any vessel in the immediate vicinity of this area shall:

(i) Stop his vessel immediately upon being directed to do so by any Coast Guard officer or petty officer on board a vessel displaying a Coast Guard ensign, and

(ii) Proceed as directed by any Coast Guard officer or petty officer.

(3) Any spectator vessel may anchor outside of the area specified in paragraph (a) of these regulations;

(4) The Coast Guard Patrol Officer is a commissioned officer of the Coast Guard who has been designated by the Commander, Fifth Coast Guard District. The Patrol Commander will be stationed at the reviewing platform at Town Point; and

(5) These regulations and other applicable laws and regulations shall be enforced by Coast Guard officers and petty officers on board Coast Guard and private vessels displaying the Coast Guard ensign.

(46 U.S.C. 454; 49 U.S.C. 1655(b); 49 CFR 1.46(b); and 33 CFR 100.35)

Dated: May 23, 1983.

W. D. Markle, Jr.,

Acting Chief, Marine Safety Division, Fifth Coast Guard District.

[FR Doc. 83-14699 Filed 6-3-83; 8:45 am]

BILLING CODE 4910-14-M

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33 CFR Part 165

[Reg. 83-01]

COTP Hampton Roads, VA; Safety Zone Regulations; Elizabeth River, Norfolk, Virginia

AGENCY: Coast Guard, DOT.

ACTION: Final Rule; correction.

SUMMARY: This document corrects an error made in the section number of the Elizabeth River Safety Zone published as a final rule on May 5, 1983 (48 FR 20230).

FOR FURTHER INFORMATION CONTACT: Lieutenant Commander W. K. SIX, Chief, Port Operations Department, Coast Guard Marine Safety Office, Hampton Roads, Norfolk, VA 23510, (804) 441-3296.

The May 5, 1983 issue of the **Federal Register**, page 20231, column two, is corrected by changing the section number of the regulation from §165.503 to §165.505.

(33 U.S.C. 1225 and 1231; 49 CFR 1.46; 33 CFR 165.3)

Dated: May 25, 1983.

C. M. Holland,

Captain, U.S. Coast Guard, Executive Secretary, Marine Safety Council.

[FR Doc. 83-14698 Filed 6-3-83; 8:45 am]

BILLING CODE 4910-14-M

DEPARTMENT OF AGRICULTURE

Forest Service

36 CFR Part 222

Management of Wild, Free-Roaming Horses and Burros

AGENCY: Forest Service, USDA.

ACTION: Final rule.

SUMMARY: This final rulemaking provides that the Chief of the Forest Service will charge a fee for the adoption of wild, free-roaming horses or burros. This fee is the same as is established by the United States Department of the Interior, Bureau of Land Management. A fee is needed to recover part of the costs incurred by the United States in connection with the adoption program. This action will establish uniform fees and procedures for the public to follow, regardless of the Federal agency to which the public applies for custody of excess animals.

EFFECTIVE DATE: The rule shall be effective June 6, 1983.

FOR FURTHER INFORMATION CONTACT: Robert M. Williamson, USDA, Forest Service, Range Management Staff, P.O. Box 2417, Room 610 RPE, Washington, D.C. 20013 (703) 235-8139.

SUPPLEMENTARY INFORMATION: The Wild, Free-Roaming Horse and Burro Protection Act of 1971 (85 Stat. 649, as amended; 16 U.S.C. 1331 et seq.) directed the Secretaries of Agriculture and the Interior to protect wild, free-roaming horses and burros on public lands administered by the Forest Service and the Bureau of Land Management (BLM). Of the approximately 57,000 horses and burros on public lands, 95 percent are found on lands administered by BLM, and 5 percent on lands administered by the Forest Service.

As part of its protection and management of wild, free-roaming horses and burros, BLM has established an Adopt-a-Horse Program for placement of excess animals. Through joint agreement between BLM and the Forest Service, 80 percent of the excess animals removed from National Forest System lands are placed in private custody through BLM's adoption program. The remaining 20 percent are placed directly by the Forest Service, through its own adoption procedures.

On March 4, 1983, BLM published final rules establishing fee levels for the adoption of wild, free-roaming horses and burros (48 FR 9260). The BLM rule requires that a $25 fee accompany each application filed by a person wishing to take custody of a horse or burro and also requires that, in addition to an adoption fee, the applicant pays the costs of transporting the animal(s) to the point of pickup.

The requirement that an application for adoption of a horse or burro be accompanied by a nonrefundable payment of $25 is necessary to discourage frivolous applications from individuals who are not actually prepared to adopt or are not seriously interested in adopting animals. Reducing the number of unsuitable applicants will reduce administrative costs of processing such applications and of notifying applicants of available animals. For those whose adoption applications are approved, the $25 application fee is credited toward the adoption fee.

Under the BLM rules transportation costs are charged to those adopters who do not choose to pick up animals at a

holding facility near the point of capture. It would not be fair to charge a transport fee to adopters living nearby. To do so would, in effect, subsidize those adopters whose actual transportation costs would be greater than the adoption fee charged

Consistent with statutory direction that the Secretaries of Agriculture and the Interior coordinate the horse and burro protection activities of their respective departments "to the maximum feasible extent", the Department of Agriculture has decided that the Forest Service will adopt the same fee levels and requirements as used by BLM when the Forest Service makes direct placement of excess animals to private parties.

In addition to these changes, the rule deletes the requirement of the current rule that unless waived in writing the application for title shall include a written statement by a licensed veterinarian attesting that the animal is in good condition. As a practical matter, Forest Service officials have routinely waived this requirement because the cost and burden to the applicant was inpeding titling of excess animals and thus undermining the objective of the adoption program. In practice, the Forest Service can certify the condition of the animal without such statements.

In accordance with exceptions to rulemaking procedures in 5 U.S.C. 553 and Department of Agriculture policy (36 FR 13804), it has been found and determined that advance notice and request for comments is unnecessary since public comments have been received on the substance of the rule as part of the rulemaking initiated by the BLM. Adoption of this final rule brings USDA into conformance with BLM adoption fee requirements and establishes uniform fees and procedures for the public to follow regardless of the agency to which the public applies for custody of excess animals. Moreover, the BLM fee is now in effect and is lower than that presently charged by the Forest Service. Therefore, it is advantageous to potential adoptees and, therefore, to the adoption program to put this rule into effect now rather than wait the customary 30 days.

Because this rule will probably affect no more than 80 excess animals per year and because adoption of these animals is wholly a matter of voluntary initiative by private parties, it has been determined that this is not a major rule as defined in E.O. 12291 and that the rule, in fact, has minimal, if any, impact on costs, prices, or the economy. Likewise the Assistant Secretary for Natural Resources and Environment has determined that this rule will not have a significant impact on a substantial number of small entities as defined in the Regulatory Flexibility Act (15 U.S.C. 601 et seq.) and therefore does not require a regulatory flexibility analysis. It has further been determined that this rule will not result in any significant impact on the quality of the human environment. This rule contains no information collection requirement. In fact, it eliminates a requirement that applicants seeking title provide a written statement by a licensed veterinarian attesting that the animal is in good condition. Removing this requirement relieves applicants of the burden of arranging for these statements and of the cost associated with the veterinarian's inspection, which averages about $30 per animal.

List of Subjects in 36 CFR Part 222

Grazing lands, Livestock, National forests, National grasslands, Range management, Wildlife (horses and burros).

Therefore, for the reasons set forth in the preamble, Subpart B of Part 222 of Chapter II, Title 36 of the Code of Federal Regulations is hereby amended by revising paragraph (e) of § 222.29 and adding a new paragraph (f) to read as follows:

PART 222—RANGE MANAGEMENT

Subpart B—Management of Wild Free-Roaming Horses and Burros

§ 222.29 Relocation and disposal of animals

* * * * *

(e) The applicants must make written application for title and/or adoption, must be of legal age in the State in which they reside, and must pay fees for adoption and transportation as follows:

(1) The application must be accompanied by a nonrefundable advance payment of $25 by guaranteed remittance. If custody of a wild, free-roaming horse or burro is granted by the authorized Forest Service officer, the advance payment shall be applied against the adoption fee required to be paid at the time the maintenance and care agreement § 222.29(c)(4) is executed.

(2) The Forest Service shall charge an adoption fee of $125 for each horse and $75 for each burro, except that there shall be no adoption fee for an unweaned offspring under 6 months of age accompanying its mother.

(3) Any transportation costs incurred for the transportation of the animal(s) to the point of pickup must be paid before an approved individual, group, or government agency takes custody of the animal(s).

(f) Humane conditions, treatment, and care must have been provided for no less that one year preceding the filing of the application for title. The conveyance of title shall include a written statement by an authorized officer attesting that the animal is in good condition.

Dated: May 31, 1983.

Douglas W. MacCleery,

Deputy Assistant Secretary for Natural Resources and Environment.

[FR Doc. 83-15100 Filed 6-3-83; 8:45 am]

BILLING CODE 3410-11-M

INTERNATIONAL DEVELOPMENT COOPERATION AGENCY

Agency for International Development

41 CFR Ch. 7

[AIDPR Notice 83-4]

Miscellaneous Revisions to the AID Procurement Regulations

AGENCY: Agency for International Development, IDCA.

ACTION: Final rule.

SUMMARY: This AIDPR Notice makes miscellaneous changes to the AID Procurement Regulations. It changes all references to the "Assistant to the Administrator for Management" to the "Associate Assistant to the Administrator for Management" (except AIDPR 7-1.204 and 7-2.406-3, where the Assistant to the Administrator for Management serves as head of the agency), reflecting AID Redelegation of Authority 93.1; corrects miscellaneous office or form titles and regulatory cross-references; revises Subpart 7-1.6, concerning debarment and suspension, to reflect the requirements of OFPP Policy Letter No. 82-1, and Temporary Regulation 65 of the Federal Procurement Regulations; amends the standard contract clause covering reports to reflect current office functions and titles; amends the list of countries for which partial waivers of Defense Base Act insurance requirements are in effect to add Cape Verde, India, and Pakistan, and; amends Part 7-7, Contract Clauses, and adds a new Part 7-29, Payment to Contractors, to incorporate new contract clauses concerning interest on late payments, payment due dates, and invoice requirements, as required by Temporary Regulation 66 of the Federal Procurement Regulations.

EFFECTIVE DATE: This AIDPR Notice is effective on the date it is signed (May 24, 1983):

FOR FURTHER INFORMATION CONTACT: J. M. Kelly, M/SER/CM/SD/POL, Agency for International Development, Washington, D.C. 20523. Telephone (703) 235-9107.

SUPPLEMENTARY INFORMATION: This AIDPR Notice is a procurement regulation, and has been exempted from the requirements of Executive Order 12291 of February 17, 1981, pursuant to Section 8(b) of the Order, by the Director, OMB, in a letter dated April 8, 1981, as amended on December 2, 1981 and October 4, 1982. The determination required by paragraph 4a of OFPP Policy Letter 80-5, and the certification required by the Regulatory Flexibility Act have been made and are included in the body of this AIDPR Notice.

List of Subjects in 41 CFR Chapter 7

Government procurement.

Part 7-1—GENERAL

Subpart 7-1.3—General Policies

1. Remove all references to the "Assistant to the Administrator for Management" appearing in the AIDPR subsections listed below. In their place insert reference to the "Associate Assistant to the Administrator for Management (M/AAA/SER)". This change affects the following AIDPR subsections:

7-1.003
7-1.008-50
7-1.008-51
7-1.206
7-1.451-3
7-1.451-4
7-1.453-2
7-2.406-4
7-8.211-1(a)
7-8.211-1(b)
7-8.211-2(b)

2. Paragraphs (a)(13), (a)(20), (a)(22), and (a)(23) of § 7-1.313 are revised as follows:

§ 7-1.313 Record of contract actions.

(a) * * *

(13) A copy of any deviations approved pursuant to AIDPR 7-1.009 or FPR 1-1.305-3.

* * * * *

(20) Evidence of contractor's compliance with equal opportunity provisions (FPR 1-12.805-4).

* * * * *

(22) Copies of the Federal Reserve Letter of Credit data (AIDPR 7-30.50).

(23) Copy of contracting officer's decisions under the "Disputes" clause (FPR 1-1.318-4).

* * * * *

§ 7-1.318-1 [Removed]

3. Section 7-1.318-1, *Contracting Officer's decision under a disputes clause*, is removed.

Subpart 7-1.4—Procurement Responsibility and Authority

§ 7-1.451-1 [Amended]

4. Section 7-1.451-1, *General*, is amended by removing the reference to ". . . AIDPR 7-1.106 . . ." in the last sentence, in its place inserting reference to ". . . AIDPR 7-1.004 . . .".

Subpart 7-1.6—Debarment, Suspension, and Ineligibility

5. Subpart 7-1.6, including the table of sections, is revised as follows:

Subpart 7-1.6—Debarment, Suspension, and Ineligibility

Sec.
7-1.600 Scope of subpart.
7-1.601 Policy.
7-1.602 Definitions.
7-1.603 Establishment and maintenance of records and lists of debarred, suspended and ineligible contractors.
7-1.603-1 Consolidated list of debarred, suspended and ineligible contractors.
7-1.603-2 Agency records.
7-1.604 Effect of listing.
7-1.604-1 General.
7-1.604-2 Continuation of current contracts.
7-1.604-3 Restrictions on subcontracting.
7-1.605 Debarment.
7-1.605-1 General.
7-1.605-2 Causes for debarment.
7-1.605-3 Procedures.
7-1.605-4 Period of debarment.
7-1.605-5 Scope of debarment (imputed conduct).
7-1.606 Suspension.
7-1.606-1 General.
7-1.606-2 Causes for suspension.
7-1.606-3 Procedures.
7-1.606-4 Period of suspension.
7-1.606-5 Scope of suspension.
7-1.607 Interchange of information.

Authority: Sec. 621, Pub. L. 87-115, 75 Stat. 424, as amended (22 U.S.C. 2381).

Subpart 7-1.6—Debarment, Suspension, and Ineligibility

§ 7-1.600 Scope of subpart.

(a) This subpart:

(1) Prescribes policies and procedures governing the debarment and suspension of contractors for the causes given in § 7-1.605 and § 7-1.606 involving personal property and nonpersonal services, including construction and leases of real property;

(2) Provides for the listing of debarred and suspended contractors, and of contractors declared ineligible (see the definition of "ineligible" in § 7-1.602(k)); and

(3) Sets forth the treatment to be accorded to contractors listed as debarred or suspended, as well as those listed as having been declared ineligible.

(b) This subpart does not govern or otherwise apply to the exclusion of contractors from Federal grant or assistance programs, or prescribe policies or procedures governing declarations of ineligibility.

§ 7-1.601 Policy.

(a) The Agency shall solicit bids and proposals from, award contracts to, renew or otherwise extend the duration of an existing contract, and approve or consent to subcontracts, with responsible contractors only. Debarment and suspension are discretionary actions which, taken in accordance with this subpart, are appropriate means to effectuate this policy.

(b) The serious nature of debarment and suspension requires that they be imposed only in the public interest, for the Government's protection and not for purposes of punishment. Debarment and suspension shall be imposed to protect the Government's interest, and only for the causes and in accordance with the procedures set forth in this subpart.

§ 7-1.602 Definitions.

(a) "Adequate evidence" means information sufficient to support the reasonable belief that a particular act or omission has occurred.

(b) *"Affiliates"*. Business concerns or individuals are affiliates if, directly or indirectly: (1) Either one controls or can control the other; or (2) a third controls or can control both.

(c) "Agency" means the Agency for International Development.

(d) "Authorized representative" means an official who has been designated by and authorized to act on behalf of the Administrator for the purposes of this subpart including, but not limited to, acting as a debarring or suspending official.

(e) "Consolidated List of Debarred, Suspended and Ineligible Contractors" means a list compiled, maintained and distributed by the General Services Administration, containing the names of contractors that have been debarred or suspended by a department or agency of the Government, as well as contractors that have been declared ineligible pursuant to other regulatory, or statutory, authority.

(f) "Contractor" means any individual or other legal entity that: (1) Submits bids or proposals for or is awarded, or reasonably may be expected to submit bids or proposals for or be awarded, a Government contract or a subcontract under a Government contract; or (2) conducts business with the Government

as an agent or representative of another contractor.

(g) "Conviction" means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or plea, and includes a conviction entered upon a plea of nolo contendere.

(h) "Debarment" means action taken by a debarring official under § 7-1.605 to exclude a contractor from Government contracting and Government-approved subcontracting for a reasonable, specified period; a contractor so excluded is debarred.

(i) "Debarring Official" means the AID Administrator or an official authorized to impose debarment.

(j) "Indictment" means indictment for a criminal offense. An information or other filing by competent authority charging a criminal offense shall be given the same effect as an indictment.

(k) "Ineligible", as used in this subpart, means excluded from Government contracting (and subcontracting, if appropriate) pursuant to statutory, Executive Order, or regulatory authority other than this subpart or subpart 1-1.6 of the Federal Procurement Regulations. For example, contractors excluded pursuant to the Davis-Bacon Act and its related statutes and implementing regulations, the Service Contract Act, the Equal Employment Opportunity Acts and Executive Orders, the Walsh-Healey Public Contract Act, the Buy American Act, and the Environmental Protection Acts and Executive Orders are ineligible.

(l) "Legal proceedings" mean any civil judicial proceeding to which the Government is a party or any criminal proceeding. The term also includes appeals from such proceedings.

(m) "Preponderance of the evidence" means proof by information that, compared with that opposing it, leads to the conclusion that the fact at issue is more probably true than not.

(n) "Suspending Official" means the Administrator or an official authorized to impose suspension.

(o) "Suspension" means action taken by a suspending official under § 7-1.606 to disqualify a contractor temporarily from Government contracting and Government-approved subcontracting; a contractor so disqualified is suspended.

§ 7-1.603 Establishment and maintenance of records and lists of debarred, suspended and ineligible contractors.

§ 7-1.603-1 Consolidated list of debarred, suspended and ineligible contractors.

(a) The General Services Administration (GSA) is responsible for—

(1) Compiling and maintaining a current, consolidated list of contractors debarred, suspended or declared ineligible by Federal agencies or by the General Accounting Office;

(2) Revising and distributing the list quarterly and issuing monthly supplements to Federal agencies and the General Accounting Office; and

(3) Providing in the list the name and telephone number of the official responsible for maintenance and distribution of the list.

(b) The Agency shall—

(1) Notify GSA, within 5 working days after debarring or suspending a contractor or modifying or rescinding such an action, of the information set forth in FPR 1-603.2;

(2) Notify GSA of the names and addresses of the organizations within the Agency that are to receive the consolidated list and the number of copies to be furnished to each;

(3) Direct inquiries concerning listed contractors to the Agency or other Governmental authority that took the action; and

(4) Use the consolidated list to ensure that the Agency does not solicit offers from, award contracts to, or consent to subcontract with, listed contractors except as provided in this subpart.

§ 7-1-602-2 Agency records.

At a minimum, the Agency shall maintain records relating to each contractor it has debarred or suspended that contain the following information:

(a) The contractor's name and address;

(b) The cause for the action (see §7-1.605 and § 7-1.606);

(c) The effective date of the action and, in the case of debarments, the termination date for each listing; and

(d) The name and telephone number of the Agency's point of contact for the action.

§ 7-1.604 Effect of listing.

§ 7-1.604-1 General.

(a) The Agency shall not solicit bids or proposals from, award contracts to, renew or otherwise extend the duration of an existing contract with, or approve or consent to subcontracts (when such approval or consent is required) with a contractor known to have been debarred or suspended by any Department or Federal agency, unless the Administrator or his authorized representative grants an exception pursuant to paragraphs (a) (1) and (2) of this section. For the purpose of this subpart, knowledge of the debarment or suspension of a contractor exists if there is actual knowledge of such status, as, for example, when such status is ascertained from the consolidated list.

(1) Prior to initiating a pre-award survey or any of the procurement actions set forth in (a) above, the consolidated list shall be reviewed. Bids received from any listed contractor in response to an Invitation for Bids shall be opened (see FPR 1-2.402), entered on the Abstract of Bids (see FPR 1-2.403), and rejected (see FPR 1-2.404) unless the Administrator or his authorized representative determines in writing that there is a compelling reason to make an exception. Proposals, quotations or offers received from any listed contractor shall not be evaluated for award or included in the competitive range, and discussions shall not be conducted with such offeror, unless the Administrator or his authorized representative determines in writing that there is a compelling reason to make an exception.

(2) When the Agency makes an exception, a notice describing the exception shall be forwarded to the GSA Office of Acquisition Policy. Some examples of circumstances that may constitute a compelling reason include: (i) The property or services to be acquired are available only from the listed contractor; (ii) The urgency of the requirement dictates that the Agency deal with the contractor; (iii) The contractor and the Agency have entered an agreement covering the same events which resulted in the listing and the agreement includes a decision by the Agency not to debar or suspend the contractor; and (iv) For such other reasons related to U.S. foreign assistance activities which require continued business dealings with the listed contractor.

(b) Ineligible contractors are excluded from receiving contracts and, if applicable, subcontracts, under the conditions and for the period set forth in the applicable statute, Executive Order, or regulation. The Agency shall not solict bids or proposal from, award contracts to, renew or otherwise extend an existing contract with, or approve or consent to subcontracts (when such approval or consent is required) with a contractor known to be ineligible, for the period of the ineligibility, to the extent the particular procurement action is prohibited by the terms of the declaration.

§ 7-1.604-2 Continuation of current contracts.

Notwithstanding the listing of a contractor for the causes set forth in this subpart, the Agency may continue contracts or subcontracts in existence at

the time the contractor was debarred or suspended, unless the Administrator or his authorized representative directs otherwise. A decision as to the type of termination action, if any, to be taken should be made only after review by Agency contracting and technicial personnel and by general counsel to assure the propriety of the proposed action.

§ 7-1.604-3 Restrictions on subcontracting.

When a debarred or suspended contractor is proposed as a subcontractor for any subcontract subject to Government consent (see FPR 1-7.202-8 and 1-7.402-8), consent shall not be given unless the Administrator or his authorized representative states in writing the compelling reasons for the consent.

§ 7-1.605 Debarment.

§ 7-1.605-1 General.

(a) The debarring official may, in the public interest, debar a contractor for any of the causes contained in § 7-1.605-2, using the procedures in § 7-1.605-3; prior to using such procedures, the official initiating such action shall consult with the Agency's central contact point for such matters, i.e., the Assistant General Counsel for Litigation and Enforcement (GC/LE). The existence of a cause for debarment under § 7-1.605-2, however, does not necessarily require that the contractor be debarred; the seriousness of the contractor's acts or omissions and any mitigating factors should be considered in making any debarment decisions.

(b) Debarment of a contractor constitutes debarment of all divisions or other organizational elements of the contractor, unless the debarment decision is limited by its terms to specific divisions, organizational elements, or commodities. Debarment extends to affiliates of the contractor, only if they are: (1) Specifically named and (2) given written notice of the proposed debarment and opportunity to respond (see § 7-1.605-3(c)).

(c) A contractor's debarment shall be effective throughout the Executive branch of the Government, unless the Administrator, or his authorized representative, or other Federal agency taking the procurement action, states in writing the compelling reason for continued business dealings between the Agency or other Federal agency and the contractor.

(d) If no suspension is in effect under § 7-1.606 at the time debarment is proposed by the Agency, bids or proposals shall not be solicited from, contracts shall not be awarded to, existing contracts shall not be renewed or othewise extended with, and subcontracts shall not be consented to or approved for the contractor by any Agency component pending a debarment decision unless the Administrator or his authorized representative states in writing the compelling reason to do so.

§ 7-1.605-2 Causes for debarment.

The debarring official may debar a contractor for any of the causes listed in paragraphs (a) through (d) of this section:

(a) Conviction of or civil judgment for—

(1) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public contract or subcontract;

(2) Violation of Federal or State antitrust statutes relating to the submission of bids or proposals; or

(3) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or

(4) Commission of any other offense indicating a lack of business integrity or business honesty which seriously and directly affects the present responsibility of a Government contractor or subcontractor.

(b) Violation of the terms of a Government contract or subcontract so serious as to justify debarment, such as—

(1) Willful failure to perform in accordance with the terms of one or more contracts; or

(2) A history of failure to perform, or of unsatisfactory performance of, one or more contracts.

(c) Any other cause of so serious or compelling a nature that it affects the present responsibility of a Government contractor or subcontractor.

(d) Debarment for any of the above causes by another Federal agency where the original debarment did not have government-wide effect.

§ 7-1.605-3 Procedures.

(a) *Investigation and referral.* Matters appropriate for the debarring official's consideration shall be reported promptly to that official.

(b) *Decisionmaking process.* (1) Any Agency procedures that may be established to implement the debarment decisionmaking process of this subpart shall be as informal as practicable, consistent with the principle of fundamental fairness.

(2) The contractor (and any specifically named affiliates) shall be given an opportunity to submit, in person, in writing, or through a representative, information and argument in opposition to the proposed debarment.

(3) In actions not based upon a conviction or judgment, if it is found that the contractor's submission in opposition raises a genuine dispute over facts material to the proposed debarment, factfinding shall be conducted. The official conducting the factfinding shall—

(i) Afford the contractor an opportunity to appear with counsel, submit documentary evidence, present witnesses, and confront any person the Agency presents; and

(ii) Ensure that a record of the factfinding is transcribed and made available at cost to the contractor upon request, unless the contractor and the Agency, by mutual agreement, waive the requirement for a transcript.

(c) *Notice of proposal to debar.* The contractor and any specifically named affiliates shall be advised, by certified mail, return receipt requested:

(1) That debarment is being considered;

(2) Of the reasons for the proposed debarment in terms sufficient to put the contractor on notice of the conduct or transaction(s) upon which it is based;

(3) Of the cause(s) relied upon under § 7-1.605-2 for proposing debarment;

(4) That, within 30 days after the receipt of the notice, the contractor may, in person, in writing, or through a representative, information and argument in opposition to the proposed debarment, including any additional specific information that raises a genuine dispute over the material facts;

(5) That the Agency's procedures governing debarment decisionmaking are contained in this subpart (i.e., 41 CFR 7-1.6);

(6) Of the potential effect of the proposed debarment; and

(7) That if no suspension is in effect under § 7-1.606, bids or proposals shall not be solicited from, contracts shall not be awarded to, existing contracts shall not be renewed or otherwise extended, and subcontracts shall not be consented to or approved for the contractor by any component of the Agency pending a debarment decision unless the Administrator or his authorized representative states in writing the compelling reason to do so.

(d) *Debarring official's decision.* (1) In actions based upon a conviction or judgment, or in which there is no genuine dispute over material facts, the debarring official shall make a decision on the basis of all the information in the

administrative record, including any submission made by the contractor. If no suspension is in effect under § 7-1.606, the decision shall be made within 30 working days after receipt of any information and argument submitted by the contractor, unless the debarring official extends this period for good cause.

(2) In actions in which factfinding is conducted as to disputed material facts, written findings of fact shall be prepared. The debarring official shall base the decision on the facts as found, together with any information and argument submitted by the contractor and any other information in the administrative record.

(i) The debarring official may refer matters involving disputed material facts to another official for findings of fact. The debarring official shall accept any such findings unless he specifically determines them to be arbitrary and capricious or clearly erroneous.

(ii) The debarring official's decision shall be made after the conclusion of factfinding with respect to disputed facts.

(3) In any action in which the proposed debarment is not based upon a conviction or civil judgment, the facts establishing the cause for debarment must be proved by a preponderance of the evidence.

(e) Notice of debarring official's decision.

(1) If the debarring official decides to impose debarment, the contractor and any affiliates involved shall be given prompt notice by certified mail, return receipt requested—

(i) Referring to the notice of proposed debarment;

(ii) Specifying the reasons for debarment;

(iii) Stating the period of debarment, including effective dates (see § 7-1.605-4); and

(iv) Advising that the debarment is effective throughout the Executive branch of the Government unless the Administrator, or his authorized representative, or other Federal agency taking the procurement action, states in writing the compelling reason for continued business dealings between the Agency or other Federal agency and the contractor.

(2) If debarment is not imposed, the debarring official shall promptly notify the contractor and any affiliates involved of that decision, by certified mail, return receipt requested.

§ 7-1.605-4 Period of debarment.

(a) Debarment shall be for a period sufficient to protect the Government's interest. Generally, a debarment should not exceed 3 years. If suspension precedes a debarment, the suspension period shall be considered in determining the debarment period.

(b) The debarring official may extend the debarment for an additional period, if that official determines that an extension is necessary to protect the Government's interest. However, a debarment may not be extended solely on the basis of the facts and circumstances upon which the initial debarment action was based. If debarment for an additional period is determined to be necessary, the procedures of § 7-1.605-3 above shall be followed to extend the debarment.

(c) The debarring official may reduce the period or extent of debarment, upon the contractor's request, supported by documentation, for reasons such as—

(1) Newly discovered material evidence;

(2) Reversal of the conviction or judgment upon which the debarment was based;

(3) Bona fide change in ownership or management; or

(4) Elimination of other causes for which the debarment was imposed.

§ 7-1.605-5 Scope of debarment (imputed conduct).

(a) The fraudulent, criminal, or other seriously improper conduct of any officer, director, shareholder, partner, employee, or other individual associated with a contractor may be imputed to the contractor when the conduct occurred in connection with the individual's performance of duties for or on behalf of the contractor, or with the contractor's knowledge, approval, or acquiescence. The contractor's acceptance of the benefits derived from the conduct shall be evidence of such knowledge, approval, or acquiescence.

(b) The fraudulent, criminal, or other seriously improper conduct of a contractor may be imputed to any officer, director, shareholder, partner, employee, or other individual associated with the contractor who participated in, knew of, or had reason to know of, the contractor's conduct.

(c) The fraudulent, criminal, or other seriously improper conduct of one contractor participating in a joint venture or similar arrangement may be imputed to other participating contractors if the conduct occurred for or on behalf of the joint venture or similar arrangement or with the knowledge, approval, or acquiescence of these contractors. Acceptance of the benefits derived from the conduct shall be evidence of such knowledge, approval, or acquiescence.

§ 7-1.606 Suspension.

§ 7-1.606-1 General.

(a) The suspending official may, in the public interest, suspend a contractor for any of the causes in § 7-1.606-2, using the procedures in § 7-1.606-3; prior to using such procedures, the official initiating such action shall consult with the Agency's central contact point for such matters, i.e., the Assistant General Counsel for Litigation and Enforcement (GC/LE).

(b) Suspension is a serious action to be imposed on the basis of adequate evidence, pending the completion of an investigation or legal proceedings, when it has been determined that immediate action is necessary to protect the Government's interest. In assessing the adequacy of the evidence, consideration should be given to how much information is available, how credible it is given the circumstances, whether or not important allegations are corroborated, and what inferences can reasonably be drawn as a result. This assessment should include an examination of basic documents such as contracts, inspection reports, and correspondence.

(c) Suspension constitutes suspension of all divisions or other organizational elements of the contractor, unless the suspension decision is limited by its terms to specific divisions, organizational elements, or commodities. The suspending official may extend the suspension decision to include any affiliates of the contractor if they are: (1) Specifically named and (2) given written notice of the suspension and an opportunity to respond (see § 7-1.606-3(c)).

(d) A contractor's suspension shall be effective throughout the Executive branch of the Government, unless the head of the agency taking the procurement action, or his authorized representative, states in writing the compelling reason for continued business dealings between that agency or Department and the contractor.

§ 7-1.606-2 Causes for suspension.

(a) The suspending official may suspend a contractor suspected, upon adequate evidence, of—

(1) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public contract or subcontract;

(2) Violation of Federal or State antitrust statutes relating to the submission of bids or proposals;

(3) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false

statements, or receiving stolen property; or

(4) Commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects the present responsibility of a Government contractor or subcontractor.

A contractor may be suspended for any of the above causes based on a suspension by another Federal agency where the original suspension does not have Government-wide effect.

(b) Indictment for any of the causes in paragraph (a) above constitutes adequate evidence for suspension.

(c) The suspending official may upon adequate evidence also suspend a contractor for any other cause of so serious or compelling a nature that it affects the present responsibility of a Government contractor or subcontractor.

§ 7-1.606-3 Procedures.

(a) *Investigation and referral.* Matters appropriate for the suspending official's consideration shall be reported promptly to that official.

(b) *Decisionmaking process.* (1) Any Agency procedures that may be established to implement the suspension decisionmaking process shall be as informal as practicable consistent with the principle of fundamental fairness. These procedures shall afford the contractor (and any specifically named affiliates) an opportunity, following the imposition of suspension, to submit, in person, in writing or through a representative, information and argument in opposition to the suspension.

(2) In actions not based on an indictment, if it is found that the contractor's submission in opposition raises a genuine dispute over facts material to the suspension and if no determination has been made, on the basis of Department of Justice advice, that substantial interest of the Government in pending or contemplated legal proceedings based on the same facts as the suspension would be prejudiced, factfinding shall be conducted. Then official conducting factfinding shall—

(i) Afford the contractor an opportunity to appear with counsel, submit documentary evidence, present witnesses and confront any person the Agency presents; and

(ii) Ensure that a record of the factfinding is transcribed and made available at a cost to the contractor upon request, unless the contractor and the Agency, by mutual agreement, waive the requirement for a transcript.

(c) *Notice of suspension.* When a contractor and any specifically named affiliates are suspended, they shall be immediately advised by certified mail, return receipt requested:

(1) That they have been suspended and that the suspension is based on an indictment or other adequate evidence that the contractor has committed irregularities (i) of a serious nature in business dealings with the Government, or (ii) seriously reflecting on the propriety of further Government dealings with the contractor; any such irregularities shall be described in terms sufficient to place the contractor on notice without disclosing the Government's evidence;

(2) That the suspension is for a temporary period pending the completion of an investigation and such legal proceedings as may ensue;

(3) Of the cause(s) relied upon under § 7-1.606-2 for imposing suspension;

(4) Of the effect of the suspension (see § 7-1.606-1(d) and § 7-1.604-1(a));

(5) That, within 30 days after receipt of the notice, the contractor may submit, in person, in writing or through a representative, information and argument in opposition to the suspension, including any additional specific information that raises a genuine dispute over material facts; and

(6) That factfindings to determine disputed material facts will be conducted unless: (i) The action is based on an indictment or (ii) a determination is made, on the basis of Department of Justice advice, that the substantial interests of the Government in pending or contemplated legal proceedings based on the same facts as the suspension would be prejudiced.

(d) *Suspending official's decision.* (1) In actions: (i) Based on an indictment, (ii) in which the contractor's submission does not raise a genuine disputed over material facts; or (iii) in which factfinding to determine dispute material facts has been denied on the basis of Department of Justice advice, the suspending official's decision shall be based on all the information in the administrative record, including any submission made by the contractor.

(2) In actions in which factfinding is conducted as to disputed material facts, written findings of fact shall be prepared. The suspending official shall base the decision on the facts as found, together with any information and argument submitted by the contractor and any other information in the administrative record.

(i) The suspending official may refer matters involving disputed material facts to another official for findings of fact. The suspending official shall accept any such findings, unless he specifically determines them to be arbitrary and capricious or clearly erroneous.

(ii) The suspending official's decision shall be made after the conclusion of factfinding with respect to disputed facts.

(3) The suspending official may modify or terminate the suspension or leave it in force (for sample reasons, see § 7-1.605-4(c)). However, a decision to modify or terminate the suspension shall be without prejudice to the subsequent imposition of suspension by any other Federal Agency or the imposition of debarment by any other Federal agency.

(4) Prompt written notice of the suspending official's decision shall be sent to the contractor by certified mail, return receipt requested.

§ 7-1.606-4 Period of suspension.

(a) Suspension shall be for a temporary period pending the completion of investigation and any ensuing legal proceedings, unless sooner terminated by the suspending official or as provided in this paragraph § 7-1.606-4.

(b) If legal proceedings are not initiated within 12 months after the date of the suspension notice, the suspension shall be terminated unless an Assistant Attorney General requests its extension, in which case it may be extended for an additional 6 months. In no event may a suspension extend beyond 18 months, unless legal proceedings have been initiated within that period.

(c) The suspending official shall notify the Department of Justice of the proposed termination of the suspension at least 30 days before the 12 month period expires to give it an opportunity to request an extension.

§ 7-1.606-5 Scope of suspension.

The scope of suspension shall be the same as that for debarment (see § 7-1.605-5), except that the procedures of § 7-1.606-3 shall be used in imposing the suspension.

§ 7-1.607 Interchange of information.

Debarment or suspension of a contractor by one Department or Federal agency can have an adverse impact on the missions of other Departments or agencies with which the contractor does business. Accordingly, if it appears that there is the potential for such an adverse impact, the cognizant debarring or suspending official should solicit the comments of those Departments or Federal agencies that he believes could be affected before taking action. A Department or Federal agency that believes it could be affected by the

proposed action should comment directly to the cognizant debarring or suspending official of the agency. If several Departments or Federal agencies independently are contemplating a debarment or suspension action against the same contractor, consideration should be given to designating one Department or Federal agency as the lead agency for making the decision.

PART 7-6—FOREIGN PURCHASES

Subpart 7-6.51—Source, Origin, and Nationality

§ 7-6.5103 [Amended]

6. Paragraph (f), *The Cooperating Country as a source*, of § 7-6.5103, *Contract clause—source and nationality requirements*, is amended by removing the reference "* * * (see paragraphs (c)(1) and (c)(2) of this section.) * * *", in its place inserting "* * * (see paragraphs (c)(2) and (c)(3) of this section.) * * *".

PART 7-7—CONTRACT CLAUSES

§§ 7-7.103-50, 7-7.603-50, 7-7.5003-6, 7-7.5301-5, 7-7.5403-7 [Amended]

7. The contract clause entitled "Mandatory use of visa eligibility Form DSP 66 A by participants" appearing in §§ 7-7.103-50, 7-7.603-50, 7-7.5003-6, 7-7.5301-5, and 7-7.5403-7, is retitled as "Required Visa Form for AID Participants".

Subpart 7-7.1—Fixed Price Supply Contracts

8. The following entries are added to the table of sections for Subpart 7-7.1.

Sec.
7-7.102-50 Interest on overdue payments.
7-7.102-51 Payment due dates.
7-7.102-52 Invoice requirements.
* * * * *

9. A new § 7-7.102-50 is added as follows:

§ 7-7.102-50 Interest on overdue payments.

Insert the clause set forth in FPR 1-29.104 (FPR Temporary Regulation 66) in all non-exempt contracts.

10. A new § 7-7.102-51 is added as follows:

§ 7-7.102-51 Payment due dates.

Insert the clause set forth in AIDPR 7-29.202-50 in all non-exempt contracts.

11. A new § 7-7.102-52 is added as follows:

§ 7-7.102-52 Invoice requirements.

Insert the clause set forth in AIDPR 7-29.301-4 in all non-exempt contracts.

Subpart 7-7.6—Fixed Price Construction Contracts

12. The following entries are added to the table of sections for Subpart 7-7.6:
7-7.602 Required clauses.
7-7.602-50 Interest on overdue payments.
7-7.602-51 Payment due dates.
7-7.602-52 Invoice requirements.
* * * * *

13. A new § 7-7.602 is added as follows:

§ 7-7.602 Required clauses.

14. A new § 7-7.602-50 is added as follows:

§ 7-7.602-50 Interest on overdue payments.

Insert the clause set forth in FPR 1-29.104 (FPR Temporary Regulation 66) in all non-exempt contracts.

15. A new § 7-7.602-51 is added as follows:

§ 7-7.602-51 Payment due dates.

Insert the clause set forth in AIDPR 7-29.202-50 in all non-exempt contracts.

16. A new § 7-7.602-52 is added as follows:

§ 7-7.602-52 Invoice requirements.

Insert the clause set forth in AIDPR 7-29.301-4 in all non-exempt contracts.

Subpart 7-7.50—Clauses for Cost Reimbursement Contracts

17. The following entries are added to the table of sections of Subpart 7-7.50:
* * * * *
7-7.5001-48 Interest on overdue payments.
7-7.5001-49 Payment due dates.
7-7.5001-50 Invoice requirements.
* * * * *

18. A new § 7-7.5001-48 is added as follows:

§ 7-7.5001-48 Interest on overdue payments.

Insert the clause set forth in FPR 1-29.104 (FPR Temporary Regulations 66) in all non-exempt contracts.

19. A new § 7-7.5001-49 is added as follows:

§ 7-7.5001-49 Payment due dates.

Insert the clause set forth in AIDPR 7-29.202-50 in all non-exempt contracts.

20. A new § 7-7.5001-50 is added as follows:

§ 7-7.5001-50 Invoice requirements.

Insert the clause set forth in AIDPR 7-29.301-4 in all non-exempt contracts.

Subpart 7-7.53—Contracts for Participant Training

21. Section 7-7.5301-5 is revised as follows:

§ 7-7.5301-5 Required visa form for AID participants.

Required VISA Form for Aid Participants (Sept. 1982)

The Contractor shall ensure that any foreign student brought to the United States for training under this contract uses visa form IAP 66 A, "Certificate for Exchange Visitor (J-1) Status".

22. Section 7-7.5301-25 (Reserved), is added as follows:

§ 7-7.5301-25 Interest on overdue payments.

Insert the clause set forth in FPR 1-29.104 (FPR Temporary Regulation 66), in all non-exempt contracts.

23. A new § 7-7.5301-31 is added as follows:

§ 7-7.5301-31 Payment due dates.

Insert the clause set forth in AIDPR 7-29.202-50, in all non-exempt contracts

24. A new § 7-7.5301-32 is added as follows:

§ 7-7.5301-32 Invoice requirements.

Insert the clause set forth in AIDPR 7-29.301-4, in all non-exempt contracts.

Subpart 7-7.54—Clauses for Fixed Price Contracts for Technical Services

§ 7-7.5401-14 [Amended]

25. Section 7-7.5401-14, *Standards of work*, is amended by removing the reference to "* * * AIDPR 7-7.5001-6 * * *", in its place inserting "* * * FPR 1-7.302-3 * * *".

26. Section 7-7.5401-32, is added as follows:

§ 7-7.5401-32 Interest on overdue payments.

Insert the clause set forth in FPR 1-29.107 (FPR Temporary Regulation 66) in all non-exempt contracts.

27. A new § 7-7.5401-39 is added as follows:

§ 7-7.5401-39 Payment due dates.

Insert the clause set forth in AIDPR 7-29.202-50, in all non-exempt contracts.

28. A new § 7-7.5401-40 is added as follows:

§ 7-7.5401-40 Invoice requirements.

Insert the clause set forth in AIDPR 7-29.301-4, in all non-exempt contracts.

Subpart 7-7.55—Clauses for Cost Reimbursement Contracts With Educational Institutions

29. Section 7-7.5501-13 is amended by changing the clause date from "(Feb. 1982)" to "(Mar. 1983)", and by revising paragraph (d) as follows:

§ 7-7.5501-13 Reports.

Reports (Mar. 1983)

* * * * *

(d) Contractor shall submit three copies of each report required by paragraphs (a)(1), (b), and (c) of this section, and any other report of a technical nature required by the Schedule of this Contract, to the Acquisitions Development Information and Utilization Service, Bureau for Program and Policy Coordination (PPC/E/DIU), AID, Washington, D.C. 20523. The title page of all reports sent to PPC/E/DIU shall include the report date, contract number, project number, and project title, as set forth on the Cover Page and in the Schedule of this Contract.

30. Section 7-7.5501-15 is amended by changing the clause date from "(May 1982)" to "(Mar. 1983)", and by revising paragraph (e) as follows:

§ 7-7.5501-15 Training of Foreign Country Nationals.

Training of Foreign Country Nationals (Mar. 1983)

* * * * *

(e) The Contractor shall insure that any foreign student brought to the United States for training under this contract uses visa form IAP 66 A, "Certificate for Exchange Visitor (J-1) Status".

31. Section 7-7.5501-37, is added as follows:

§ 7-7.5501-37 Interest on overdue payments.

Insert the clause set forth in FPR 1-29.104 (FPR Temporary Regulation 66) in all non-exempt contracts.

32. A new § 7-7.5501-44 is added as follows:

§ 7-7.5501-44 Payment due dates.

Insert the clause set forth in AIDPR 7-29.202-50, in all non-exempt contracts.

33. A new § 7-7.5501-45 is added as follows:

§ 7-7.5501-45 Invoice requirements.

Insert the clause set forth in AIDPR 7-29.301-4, in all non-exempt contracts.

PART 7-10—BONDS AND INSURANCE

Subpart 7-10.4—Insurance Under Fixed-Price Contracts

34. Paragraph (b)(2) of § 7-10.402, Workmen's compensation insurance overseas, is amended by adding Cape Verde, India and Pakistan, in their alphabetical sequence, as new entries to the list of countries in paragraph (b)(2), and renumbering the present entries 1 through 84 as 1 through 87.

35. A new Part 7-29, including a table of sections, is added as follows:

PART 7-29—PAYMENT TO CONTRACTORS

Subpart 7-29.2—Payment Terms in Contracts

Sec.
7-29.202-50 Contract clause—payment due dates.

Subpart 7-29.3—Invoice Requirements

7-29.301-4 Invoice requirements clause.

Subpart 7-29.2—Payment Terms in Contracts

§ 7-29.202-50 Contract clause—payment due dates.

As authorized in FPR 1-29.202 (FPR Temporary Regulation 66), the following clause is required in all non-exempt AID-direct contracts:

Payment Due Dates (Oct. 1982)

(a) Payments under this contract will be due as follows:

(1) When the designated paying office identified in the contract or purchase order is located in the U.S.: 30 calendar days after the date of actual receipt of a proper invoice in the designated paying office or 30 days after a designated AID official or authorized representative accepts the property or services, whichever is later.

(2) When the designated paying office identified in the contract or purchase order is at a foreign location: 45 calendar days after the date of actual receipt of a proper invoice in the designated paying office or 45 days after a designated AID official or authorized representative accepted the property or services, whichever is later.

(b) For definition of the term "proper invoice", see the clause of this contract entitled "Invoice Requirements".

(c) The date of the check issued in payment shall be considered to be the date payment is made.

Subpart 7-29.3—Invoice Requirements

§ 7-29.301.4 Invoice requirements clause.

As authorized in FPR 1-29.301-4 (FPR Temporary Regulation 66), the following clause is required in all non-exempt AID-direct contracts:

Invoice Requirements (Oct. 1982)

Invoices shall be submitted in an original and 3 copies to the Government office designated in this contract or on the delivery order to receive invoices. To constitute a proper invoice, the invoice must include the following information and/or attached documentation:

(a) Name of the business concern and invoice date.

(b) Contract number, or other authorization for delivery of property or services.

(c) Description, price, and quantity of property and services actually delivered or rendered.

(d) Shipping and payment terms.

(e) Name (where practicable), title, phone number, and complete mailing address of responsible official to whom payment is to be sent.

(f) Other payment documentation required by the contract.

PART 7-50—EXTRAORDINARY CONTRACTUAL ACTIONS TO PROTECT FOREIGN POLICY INTERESTS OF THE UNITED STATES

Subpart 7-50.2—Requests for Contractual Adjustments

36. § 7-50.202 is revised as follows:

§ 7-50.202 Approving authorities.

Authority to approve actions processed under this Part 7-50 has been delegated as follows:

(a) The Director, Office of Contract Management, may approve actions up to $50,000 per contract, under Section 3 of the Executive Order.

(b) The Associate Assistant to the Administrator for Management (M/AAA/SER), may approve actions up to $250,000 per contract, under Sections 3 or 4 of the Executive Order.

(c) The Administrator or Deputy Administrator must approve any action over $250,000.

Determination

As required by paragraph 4a of OFPP Policy Letter 80-5, I hereby determine that this AIDPR Notice has been reviewed against the policies set forth in paragraphs (1) through (8) of Section 2 of the Office of Federal Procurement Policy Act (Pub. L. 93-400, as amended by Pub. L. 96-83, hereinafter referred to as the Act), and policy directives issued by OFPP under Section 6(h) of the Act.

Based on this review, I hereby determine that this AIDPR Notice is not inconsistent with the policies set forth in paragraphs (1) through (8) of Section 2 of the Act, and policy directives issued by OFPP under Section 6(h) of the Act.

Certification

Pursuant to the Regulatory Flexibility Act, I hereby certify as the Agency's Procurement Executive that this regulation will not have a significant economic impact on a substantial number of small entities including small businesses, small organizational units and small governmental jurisdictions.

Authority: This AIDPR notice is issued under 41 CFR 7-1.008-51.

Dated: May 24, 1983.

John F. Owens,

Associate Assistant to the Administrator for Management Directorate for Program and Management Services.

[FR Doc. 83-15028 Filed 6-3-83; 8:45 am]

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GENERAL SERVICES ADMINISTRATION

41 CFR Part 101-29

[FPMR Amdt. E-253]

Procurement and Requisitioning of Items and Services

AGENCY: Office of Federal Supply and Services, GSA.

ACTION: Final rule.

SUMMARY: GSA is amending its regulations to provide policies and procedures for managing and using Federal product descriptions, formerly known as Federal standardization documents; include Commercial Item Descriptions as one of the Federal product descriptions; and to update organizational references.

EFFECTIVE DATE: June 6, 1983.

FOR FURTHER INFORMATION CONTACT: Mr. Walter L. Eckbreth, Director, Policy and Procedures Division (703-557-0536).

SUPPLEMENTARY INFORMATION: The General Services Administration has determined that this rule is not a major rule for the purposes of Executive Order 12291 of February 17, 1981, because it is not likely to result in an annual effect on the economy of $100 million or more; a major increase in costs to consumers or others; or significant adverse effects. Therefore, a Regulatory Impact Analysis has not been prepared. GSA has based all administrative decisions underlying this rule on adequate information concerning the need for, and consequences of this rule; has determined that the potential benefits to society from this rule outweigh potential costs and has maximized the net benefits; and has chosen the alternative approach involving the least net cost to society.

List of Subjects in 41 CFR Part 101-29

Government property management.

Part 101-29 is revised as follows:

PART 101-29—FEDERAL PRODUCT DESCRIPTIONS

Sec.
101-29.000 Scope of part.

Subpart 101-29.1—General

101-29.101 Federal product descriptions.

Subpart 101-29.2—Definitions

101-29.201 Specification.
101-29.202 Standard.
101-29.203 Federal specification.
101-29.204 Interim Federal specification.
101-29.205 Federal standard.
101-29.206 Interim Federal standard.
101-29.207 Qualified products list. (QPL)
101-29.208 Commercial item description.
101-29.209 Purchase description.
101-29.210 Product.
101-29.211 Product description.
101-29.212 Tailoring.
101-29.213 Commercial product.
101-29.214 Commercial-type product.
101-29.215 Departmental specification or standard.
101-29.216 Department of Defense Index of Specifications and Standards (DODISS).
101-29.217 Military specification or standard.
101-29.218 Voluntary standards.
101-29.219 Index of Federal Specifications, Standards, and Commercial Item Descriptions.
101-29.220 Market research and analysis.
101-29.221 Federal Specifications, Standards, and Commercial Item Description Program (Federal Standardization Program).

Subpart 101-29.3—Responsibilities

101-29.301 General Services Administration.
101-29.301-1 Policies and Procedures.
101-29.301-2 Federal Standardization Handbook.
101-29.301-3 Availability of Federal product descriptions.
101-29.301-4 Periodic review of Federal product descriptions.
101-29.302 Other Federal agencies.
101-29.303 All Federal executive agencies.

Subpart 101-29.4—Mandatory Use of Federal Product Descriptions

101-29.401 Federal product descriptions listed in the GSA Index of Federal Specifications, Standards and Commercial Item Descriptions.
101-29.402 Exceptions to mandatory use of Federal product descriptions.
101-29.403 Federal product description exceptions and tailoring.
101-29.403-1 Authorization of exceptions.
101-29.403-2 Agency responsibility relative to exceptions to Federal product descriptions.
101-29.403-3 Tailoring of Federal product descriptions.

Subpart 101-29.5—Use of and Optional Use of Federal Product Descriptions and Agency Product Descriptions

101-29.501 Optional use of interim Federal specifications.
101-29.502 Use of Federal specifications and interim Federal specifications in Federal construction contracts.
101-29.503 Agency product descriptions.
101-29.504 Use of Federal product descriptions by mandatory source of supply.

Authority: Sec. 205(c), 63 Stat. 390; 40 U.S.C. 486(c).

§ 101-29.000 Scope of part.

This part sets forth the policy and procedures for managing and using Federal product descriptions.

Subpart 101-29.1—General

§ 101-29.101 Federal product descriptions.

Federal and interim Federal specifications, their associated Federal qualified products lists (QPL's), Federal and interim Federal standards and Commercial item descriptions (CID's) are referred to collectively as Federal product descriptions. They are developed by GSA or other Federal agencies under the Assigned Agency Plan described in the "Federal Standardization Handbook" issued by the Assistant Administrator for Federal Supply and Services (FSS). Product descriptions are coordinated with other Federal agencies having technical, statutory, or regulatory interest in the commodity or other subject matter covered. Generally, before they are issued, Federal product descriptions are reviewed by technical societies, individual industrial producers, and organizations representing industrial producers and consumers.

Subpart 101-29.2—Definitions

§ 101-29.201 Specification.

A "specification" is a document, prepared specifically to support acquisition that clearly and accurately describes the essential technical requirements for purchased material. Procedures necessary to determine whether these requirements have been met are also included.

§ 101-29.202 Standard.

A "standard" is a document that establishes engineering and technical requirements for items, processes, procedures, practices, and methods that have been adopted as customary. Standards may also establish requirements for selection, application, and design criteria so as to achieve the highest practical degree of uniformity in materials or products, or interchangeability of parts used within or on those products.

§ 101-29.203 Federal specification.

A "Federal specification" is a specification, issued in the Federal series, that is mandatory for use by all Federal agencies. These documents are issued or controlled by the General Services Administration and are listed in the GSA "Index of Federal Specifications, Standards and Commercial Item Descriptions."

§ 101-29.204 Interim Federal specification.

An "interim Federal specification" is a potential Federal specification issued in temporary form for optional use by all Federal agencies. Interim amendments to Federal Specifications and amendments to interim Federal specifications are included in this definition. These documents are issued or controlled by the General Services Administration and are listed in the GSA "Index of Federal Specifications, Standards and Commercial Item Descriptions."

§ 101-29.205 Federal standard.

A "Federal standard" is a standard, issued in the Federal series, that is mandatory for use by all Federal agencies. These documents are issued or controlled by the General Services Administration and are listed in the GSA "Index of Federal Specifications, Standards and Commercial Item Descriptions."

§ 101-29.206 Interim Federal standard.

An "interim Federal standard" is a potential Federal standard issued in temporary form for optional use by all Federal agencies. These documents are issued or controlled by the General Services Administration, primarily for use in the telecommunication functional area.

§ 101-29.207 Qualified products list (QPL).

A "qualified products list" is a list of products that have met the qualification requirements stated in the applicable specification, including appropriate product identification and test or qualification reference number, with the name and plant address of the manufacturer and distributor, as applicable. Documents that contain QPL requirements are listed in the GSA "Index of Federal Specifications, Standards and Commercial Item Descriptions."

§ 101-29.208 Commercial item description (CID).

A "commercial item description" is an indexed, simplified product description that describes by function or performance characteristics of available, acceptable commercial products that will satisfy the Government's needs. These documents are issued or controlled by the General Services Administration and are listed in the GSA "Index of Federal Specifications, Standards and Commercial Item Descriptions."

§ 101-29.209 Purchase description.

A "purchase description" is any informal product description prepared for one-time use only or for small purchases when issuance of a formal product description is not cost effective.

§ 101-29.210 Product.

The term "product" is any end item, either manufactured or produced, and also includes materials, parts, components, subassemblies, equipment, accessories, attachments, and services.

§ 101-29.211 Product description.

A "product description" is a description of a product for acquisition and management purposes. Product descriptions include specifications, standards, commercial item descriptions, purchase descriptions, and brand-name purchase descriptions.

§ 101-29.212 Tailoring.

"Tailoring" is a process by which the individual requirements (sections, paragraphs or sentences) or product descriptions are evaluated to determine the extent to which each requirement is most suitable for a specific acquisition and the modification of these requirements, where necessary, to ensure that each document invoked achieves and optimal balance between operational needs and costs.

§ 101-29.213 Commercial product.

A "commercial product" is any item, component, or system available from stock or regular production that is sold in substantial quantities to the general public at established catalog or market prices (for definition of terms, see FPR 1-3.807.1).

§ 101-29.214 Commercial-type product.

A "commercial-type product" is defined as: (a) Any product similar to the commercial product but modified or altered in compliance with specified Government requirements and, as such is usually sold only to the Government and not through the normal catalog or retail outlets; (b) any product similar to a commercial product that is either assembled or manufactured in accordance with specifically stated Government requirements and sold only to the Government and not to the general public; or (c) a commercial product identified or marked differently than the commercial product normally sold to the general public.

§ 101-29.215 Departmental specification or standard.

A "departmental specification or standard" is a specification or standard prepared by, and of primary interest to, a particular Federal agency, but which may be used by other Federal agencies.

§ 101-29.216 Department of Defense Index of Specifications and Standards (DODISS).

The "Department of Defense Index of Specifications and Standards" is a Department of Defense (DoD) publication of unclassified Federal and military specifications and standards, related standardization documents, and voluntary standards that are used by DoD.

§ 101-29.217 Military specification or standard.

A "military specification or standard" is a specification or standard issued by the Department of Defense and listed in the DODISS.

§ 101-29.218 Voluntary standards.

"Voluntary standards" are established generally by private sector bodies and available for use by any person or organization, private or governmental. The term includes what are commonly referred to as "industry standards" as well as "consensus standards," but does not include professional standards of personal conduct, institutional codes of ethics, private standards of individual firms, or standards mandated by law such as those contained in the United States Pharmacopeia as referenced in 21 U.S.C. 351.

§ 101-29.219 Index of Federal Specifications, Standards and Commercial Item Descriptions.

The "Index of Federal Specification, Standards and Commercial Item Descriptions" is a GSA publication that lists Federal specifications, qualified products lists, standards, and commerical item descriptions.

§ 101-29.220 Market research and analysis.

"Market research and analysis" is a process used to ascertain and analyze the range and quality of available commercial products to determine whether they meet user needs and to identify the market practices of firms engaged in producing, distributing, and supporting the products.

§ 101-29.221 Federal Specifications, Standards and Commercial Item Description Program (Federal Standardization Program).

The "Federal Specifications, Standards and Commercial Item Description Program" is a standarization program developed under authority of the Federal Property and Administrative Services Act of 1949, as amended (63 Stat. 377) in consonance with the Defense Cataloging and Standardization Act (Secs. 2451-2456, Title 10, U.S.C.

Chapter 145), managed by the General Services Administration, for the purpose of coordinating civilian and military standardization functions to avoid unnecessary duplication. Within the program, procedures and controls govern the development, coordination, approval, issuance, indexing, management, and maintenance of product descriptions in the Federal series (Federal specifications, Federal standards, and CID's) that define commercial products and products that have high potential for common Federal agency use.

Subpart 101-29.3—Responsibilities

§ 101-29.301 General Services Administration.

§ 101-29.301-1 Policies and procedures.

The Administrator of General Services is responsible for establishing policies and procedures, in coordination with the other agencies, for the preparation, coordination, approval, issuance, and maintenance of product descriptions in the Federal series of specifications, standards, and CID's.

§ 101-29.301-2 Federal Standardization Handbook.

The Assistant Administrator for Federal Supply and Services will issue and maintain on a current basis a "Federal Standardization Handbook." The Federal Standardization Handbook sets forth operating procedures and applicable definitions used in the development of Federal product descriptions under the Assigned Agency Plan described therein. Federal agencies shall adhere to the provisions of the handbook in the development and coordination of Federal product descriptions.

§ 101-29.301-3 Availability of Federal product descriptions.

The Assistant Administrator for Federal Supply and Services will promulgate and maintain on a current basis the "Index of Federal Specifications, Standards and Commercial Item Descriptions." The Index lists Federal product descriptions which have been printed and distributed, including those which are mandatory for use, and identifies the sources from which these documents may be obtained. Supplements to the Index indicate the dates on which the use of new Federal product descriptions become mandatory. The Department of Defense aslo lists Federal product descriptions in the "Department of Defense Index of Specifications and Standards."

§ 101-29.301-4 Periodic review of Federal product descriptions.

The Assistant Administrator for Federal Supply and Services is responsible for establishing a program for periodically reviewing Federal product descriptions to determine whether revision, cancellation or reauthorization (validation) is appropriate. The frequency of the review shall be based on the degree of change in the technology of the product covered by the description and shall be conducted at least once every 5 years.

§ 101-29.302 Other Federal agencies.

Heads of other Federal agencies are responsible for adhering to the policies and procedures established by GSA for management and control of Federal product descriptions and for the use of these documents in acquisition as applicable.

§ 101-29.303 All Federal executive agencies.

(a) Federal executive agencies shall evaluate the effectiveness of their Federal product descriptions by:

(1) Establishing a system for obtaining user critiques of products acquired using those descriptions; and

(2) Establish a method whereby the preparing activity can locate and communicate with the users.

(b) The system shall encourage users to communicate with acquisition organizations regarding:

(1) The user's essential requirements;

(2) Product suitability for use in the user's environment;

(3) Product failures and deficiences;

(4) The needs of the logistics system; and

(5) Suggestions for corrective actions.

(c) Acquisition organizations shall designate a central point in each agency to evaluate and respond to user critiques and take corrective action on reasonable complaints and suggestions.

(d) At the time of the periodic review, the responsible preparing activity shall consider available user evaluations, the results of market research and analysis, and all reported deviations from the product description. Information, such as the following shall be examined in the review process:

(1) Whether the product description is still needed in its present form and scope or whether a more simplified one can be used;

(2) The existence of voluntary standards or other Government product descriptions that may better reflect current requirements;

(3) The need to convert Federal and agency specifications covering commercial or commercial-type products to CID's; and

(4) The currency and applicability of reference documents included in the product description.

Subpart 101-29.4—Mandatory Use of Federal Product Descriptions

§ 101-29.401 Federal product descriptions listed in the GSA Index of Federal Specifications, Standards and Commercial Item Descriptions.

(a) Federal product descriptions shall be used by all Federal agencies in the procurement of supplies and services covered by such descriptions, except as provided in § 101-29.402 and § 101-29.403.

(b) The order of preference in selecting Federal product descriptions for acquisition shall be:

(1) Any Federal product description adopting voluntary standards.

(2) Commercial item descriptions.

(3) Federal specifications and standards.

§ 101-29.402 Exceptions to mandatory use of Federal product descriptions.

(a) Federal product descriptions do not need to be used under any of the following circumstances:

(1) The purchase is required under a public exigency and a delay in obtaining agency requirements would be involved in using the applicable description.

(2) The total amount of the purchase is less than $10,000. (Multiple small purchases of the same item shall not be made for the purpose of avoiding the intent of this exception. Further, this exception in no way affects the requirements for the procurement of items available from GSA supply distribution facilities, Federal Supply Schedule contracts, GSA procurement programs, and certain procurement sources other than GSA that have been assigned supply responsibility for Federal agencies as provided in Subparts § 101-26.3, § 101-26.4, and § 101-26.5).

(3) The items are purchased in foreign markets for use of overseas activities of agencies.

(4) The products are adequately described in voluntary standards or in standards mandated by law.

(5) The acquisition involves a one-time procurement.

(6) A Federal product description is not currently available and is not expected to be available within a reasonable time of the scheduled acquisition action.

(7) The product is available only from a single source or is produced to a single manufacturer's design.

(8) The product is unique to a single system.

(9) The product (excluding military clothing) is acquired for authorized resale.

(b) If the purchase involves the following, Federal product descriptions do not need to be used except to the extent they are applicable, in whole or in part:

(1) Items required in construction of facilities for new processes or new installations of equipment;

(2) Items required for experiment, test, or research and development; or

(3) Spare parts, components, or material required for operation, repair, or maintenance of existing equipment.

§ 101-29.403 Federal product description exceptions and tailoring.

§ 101-29.403-1 Authorization of exceptions.

When the exceptions listed in § 101-29.402 do not apply and an applicable indexed product description is desired for use in procurement but does not meet an agency's essential needs, exceptions to the product description to effect procurement may be authorized as follows:

(a) All exceptions to Federal telecommunications standards require prior approval by the Assistant Administrator for Information Resources Management, General Services Administration, Washington, DC 20405.

(b) Preparing activities may designate specific product descriptions that require approval of exceptions by the preparing activity before use.

(c) Exceptions to Federal product descriptions that do not require prior approval under paragraphs (a) and (b) of this section may be authorized by the acquiring agency if:

(1) Justifications for exceptions are subject to review before authorization and that such justification can be fully substantiated if post audit is required;

(2) Notification of exception or recommendation for change to the Federal product description is sent promptly to the preparing activity and the General Services Administration (FCO), Washington, DC 20406.

(A statement of the exception with a justification and, where applicable, recommendation for revision or amendment to the description)

§ 101-29.403-2 Agency responsibility relative to exceptions to Federal product descriptions.

Each agency taking exceptions shall establish procedures whereby a designated official having substantial procurement responsibility shall be responsible for assuring that Federal product descriptions are used and provisions for exceptions are complied with.

§ 101-29.403-3 Tailoring of Federal product descriptions.

Product descriptions prepared to define and impose performance characteristics, engineering disciplines, and manufacturing practices such as reliability, system safety, quality assurance, maintainability, configuration management, and the like shall be tailored in accordance with their specific application in acquisitions.

Subpart 101-29.5—Use of and Optional Use of Federal Product Descriptions and Agency Product Descriptions.

§ 101-29.501 Optional use of interim Federal specifications.

Interim Federal specifications are for optional use. All agencies are urged to make maximum use of them and to submit suggested changes to the preparing activity for consideration in further development of the specifications for promulgation as Federal specifications or commercial item descriptions. Interim revisions or interim amendments to Federal specifications are for optional use as valid exceptions to the Federal specifications so revised or amended and must, therefore, be specifically identified by symbol and date in the invitation for bids or request for proposal.

§ 101-29.502 Use of Federal specifications and interim Federal specifications in Federal construction contracts.

When material, equipment, or services covered by an available Federal specification or interim Federal specification are specified in connection with Federal construction, the Federal specification or interim Federal specification shall be made part of the specification for the construction contract, subject to provisions in §§ 101-29.402, 101-29.403, and 101-29.501.

§ 101-29.503 Agency product descriptions.

When a Federal product description is not available, existing agency product descriptions should be used by all agencies consistent with each agency's procedures for establishing priority for use of such descriptions.

§ 101-29.504 Use of Federal product descriptions by mandatory sources of supply.

When items are supplied by a mandatory source such as the Federal Prison Industries, Inc., or the Committee for Purchase from the Blind and other Severely Handicapped, Federal and military specifications or other technical documents must be used in lieu of commercial item descriptions. Any deviations or exceptions to this requirement must have prior approval by the Director of Procurement, Office of Federal Supply and Services (FC), Washington, DC 20406.

Dated: March 25, 1983.

Ray Kline,

Acting Administrator of General Services.

[FR Doc. 83-15093 Filed 6-3-83; 8:45 am]

BILLING CODE 6820-AM-M

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41 CFR Part 101-47

[FPMR Amdt. H-141]

Identification of Unneeded Federal Real Property

AGENCY: General Services Administration.

ACTION: Final rule.

SUMMARY: Executive Order 12348 of February 25, 1982 among other things requires the Administrator of the General Services Administration (GSA) to issue standards, procedures, and guidelines for the conduct of surveys of real property holdings of Executive Agencies on a continuing basis to identify properties which are not utilized, are underutilized, or are not being put to their optimum use. The GSA is amending portions of its regulations regarding the identification of unneeded Federal real property in order to implement sections 4 and 5 of E.O. 12348.

EFFECTIVE DATE: June 6, 1983.

FOR FURTHER INFORMATION CONTACT: Mr. B. Michael O'Hara, Office of Real Property (202-535-7074).

SUPPLEMENTARY INFORMATION: GSA has determined that this rule is not a major rule for the purposes of Executive Order 12291 of February 17, 1981, because it is not likely to result in an annual effect on the economy of $100 million or more; a major increase in costs to consumers or others; or significant adverse effects. GSA has based all administrative decisions underlying this rule on adequate information concerning the need for, and consequences of, this rule; has determined that the potential benefits to society for this rule outweigh the potential costs, and has maximized the net benefits; and has chosen the alternative approach involving the least net costs to society.

List of Subjects in 41 CFR Part 101-47

Government property management, Surplus property management.

PART 101-47—[AMENDED]

Accordingly, Subpart 101-47.8 of Title 41, Code of Federal Regulations, is amended as follows:

Subpart 101-47.8—Identification of Unneeded Federal Real Property

1. Section 101-47.800 is revised to read as follows:

§ 101-47.800 Scope of subpart.

This subpart is designed to implement, in part, sections 4 and 5 of Executive Order 12348, which provide, in part, that the Administrator of General Services shall (a) issue standards, procedures, and guidelines for the conduct of surveys of real property holdings of Executive agencies on a continuing basis to identify properties which are not utilized, are underutilized, or are not being put to their optimum use; and (b) make reports to the Property Review Board describing any property or portion thereof which has not been reported excess to the requirements of the holding agency and which, in the judgment of the Administrator, is not utilized, is underutilized, or is not being put to optimum use, and which he recommends should be reported as excess property. The provisions of this subpart are presently limited to fee-owned properties and supporting leaseholds and lesser interests located within the States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, Guam, the Trust Territory of the Pacific Islands, and the Virgin Islands. The scope of this subpart may be enlarged at a later date to include real property in additional geographical areas and other interests in real property.

2. Section 101-47.802 is amended by revising the introductory sentence of (b) and paragraphs (b)(5)(ii) through (b)(5)(v) to read as follows:

§ 101-47.802 Procedures.

* * * * *

(b) *GSA Survey.* Pursuant to section 4 of Executive Order 12348, GSA will conduct, on a continuing basis, a survey of real property holdings of all executive agencies to identify properties which, in the judgment of the Administrator of General Services, are not utilized, are underutilized, or are not being put to their optimum use.

* * * * *

(5) * * *

(ii) The GSA Central Office will notify the head of the Executive agency or his designee, in writing, of the survey findings and/or recommendations. A copy of the survey report will be enclosed when a recommendation is made that some or all of the real property should be reported excess, and the comments of the Executive agency will be requested thereon. The Executive agency will be afforded 45 calendar days from the date of the notice in which to submit such comments. If the case is resolved, GSA Central Office will notify the head of the Executive agency or his designee, in writing, of the resolution, and the case will be completed at such time as the agency completes all resolved excess and/or disposal actions. The agency will be afforded a period of 90 calendar days from the date of the notice to complete such actions.

(iii) [Reserved].

(iv) [Reserved].

(v) If the case is not resolved, the, GSA Central Office will report to the Property Review Board with respect to unresolved recommendations as prescribed in section 5 of Executive Order 12348. The head of the Executive agency or his designee will be notified by the Property Review Board of the resolution, and the case will be completed at such time as the agency completes all resolved excess actions. The agency will be afforded a period of 90 calendar days from the date of the notice to complete such actions.

(Sec. 205(c), 63 Stat. 390; 40 U.S.C. 486(c))

Dated: May 11, 1983.

Ray Kline,

Acting Administrator of General Services.

[FR Doc. 83-15086 Filed 6-3-83; 8:45 am]

BILLING CODE 6820-96-M

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41 CFR PART 105-53

Statement of Organization and Functions

AGENCY: General Services Administration.

ACTION: Final rule.

SUMMARY: This regulation reflects the current GSA organization and functions and is published in accordance with the Freedom of Information Act.

EFFECTIVE DATE: June 6, 1983.

FOR FURTHER INFORMATION CONTACT: Sylvester H. Kish, Director of Organization and Staff Utilization, (202-566-0086).

List of Subjects in 41 CFR Part 105-53

Archives and records, Office of Information Resources Management, Computer technology, Federal buildings and facilities, Government property, Government property management, Organization and functions (Government agencies), Surplus Government property, Strategic materials.

Therefore, Part 105-53 is revised to read as follows:

PART 105-53—STATEMENT OF ORGANIZATION AND FUNCTIONS

Sec.
105-53.100 Purpose.

Subpart A—General

105-53.110 Creation and authority.
105-53.112 General statement of functions.
105-53.114 General statement of organization.
105-53.116 General regulations.
105-53.118 Locations of material available for public inspection.
105-53.120 Addresses and telephone numbers.

Subpart B—Central Offices

105-53.130 Office of the Administrator.
105-53.130-1 Office of Congressional Affairs.
105-53.130-2 Office of Ethics.
105-53.130-3 Office of the Executive Secretariat.
105-53.130-4 Office of Small and Disadvantaged Business Utilization.
105-53.130-5 Office of Communications.
105-53.130-6 Office of Program Control.
105-53.131 Office of Inspector General.
105-53.132 GSA Board of Contract Appeals.
105-53.133 Information Security Oversight Office.
105-53.134 Associate Administrator for Administration.
105-53.135 Office of Operations.
105-53.136 Office of Policy and Management Systems.
105-53.137 Office of Acquisition Policy.
105-53.138 Office of General Counsel.
105-53.139 Office of Plans, Programs, and Finanical Management.
105-53.140 Office of Organization and Personnel.
105-53.141 Office of Oversight.
105-53.142 Office of Public Affairs.
105-53.143 Office of Information Resources Management.
105-53.144 Federal Property Resources Service.
105-53.145 Office of Federal Supply and Services.
105-53.146 National Archives and Records Service.
105-53.147 Public Buildings Service.

Subpart C—Regional Offices

105-53.150 Organization and functions.
105-53.151 Geographic composition; addresses and telephone numbers.

Authority: 5 U.S.C. 552(a)(1), Pub. L. 90-23, 81 Stat. 54 sec. (a)(1); 40 U.S.C. 486(c), Pub. L. 81-152, 63 Stat. 390, sec. 205(c).

§ 105-53.100 Purpose.

This part is published in accordance with 5 U.S.C. 552 and is a general description of the General Services Administration.

Subpart A—General

§ 105-53.110 Creation and authority.

The General Services Administration was established by section 101 of the Federal Property and Administrative Services Act of 1949 (63 Stat. 377), effective July 1, 1949. The act consolidated and transferred to the agency a variety of real and personal property and related functions fomerly assigned to various agencies. Subsequent laws and Executive orders assigned other related functions and programs.

§ 105-53.112 General statement of functions.

The General Services Administration, as a major policy maker, provides guidance and direction to Federal agencies in a number of management fields. GSA formulates and prescribes a variety of Government-wide policies relating to procurement and contracting; real and personal property management; transportation, public utilities, and telecommunications management; automated data processing management; records management; the Nation's emergency defense supplies; the use and disposal of property; the information security program; and the creation, preservation, and disposal of records.

§ 105-53.114 General statement of organization.

The General Services Administration is an independent agency in the executive branch of the Government. The work of the agency as a whole is directed by the Administrator of General Services, who is assisted by the Deputy Administrator. A summary description of each of GSA's major functions and organizational components is presented in subparts B and C.

§ 105.53 116 General regulations.

Regulations of the General Services Administration and its components are codified in the Code of Federal Regulations in Title 1, Chapters I and II; Title 32, Chapter XX; and Title 41, Chapters 1, 5, 101, and 105. Titles 1, 32, and 41 of the Code of Federal Regulations are available for review at most legal and depository libraries and at the General Services Administration Central Office and regional offices. Copies may be purchased from the Superintendent of Documents, Government Printing Office, Washington, DC 20402.

§ 105-53.118 Locations of material available for public inspection.

GSA maintains reading rooms containing materials available for public inspection and copying at the following locations:

(a) General Services Administration, 18th & F Streets, NW., Library (Room 1033), Washington, DC 20405. Telephone: 202-566-1240.

(b) Business Service Center, General Services Administration, John W. McCormack Building, Post Office & Courthouse, Boston, MA 02109. Telephone: 617-223-2868.

(c) Business Service Center, General Services Administration, 26 Federal Plaza, NY, NY 10007. Telephone: 212-264-1234.

(d) Business Service Center, General Services Administration, Seventh & D Streets, SW., Room 1050, Washington, DC 20407. Telephone: 202-472-1804.

(e) Business Service Center, General Services Administration, Ninth & Market Streets, Room 5142, Philadelphia, PA 19107. Telephone: 215-597-9613.

(f) Business Service Center, General Services Administration, Richard B. Russell Federal Building, U.S. Courthouse, 75 Spring Street, SW., Atlanta, GA 30303. Telephone: 404-221-5100.

(g) Business Service Center, General Services Administration, 230 South Dearborn Street, Chicago, IL 60604. Telephone: 312-353-5383.

(h) Business Service Center, General Services Administration, 1500 East Bannister Road, Kansas City, MO 64131. Telephone: 816-926-7203.

(i) Business Service Center, General Services Administration, 819 Taylor Street, Fort Worth, TX 76102. Telephone: 817-334-3284.

(j) Business Service Center, General Services Administration, Building 41, Denver Federal Center, Denver, CO 80225. Telephone: 303-324-2216.

(k) Business Service Center, General Services Administration, 525 Market Street, San Francisco, CA 94105. Telephone: 415-974-9000.

(l) Business Service Center, General Services Administration, 440 Federal Building, 915 Second Avenue, Seattle, WA 98174. Telephone: 206-442-5556.

§ 105-53.120 Addresses and telephone numbers.

The Office of the Administrator; Office of Inspector General; GSA Board of Contract Appeals; Information Security Oversight Office; Associate Administrator for Administration; Office of Operations; Office of Policy and Management Systems; Office of Congressional Affairs; Office of Communications; Office of Ethics; Office of the Executive Secretariat; Office of Small and Disadvantaged Business Utilization; Office of Program Control; Office of Acquistion Policy; Office of Organization and Personnel; Office of Plans, Programs, and Financial Management; Office of Oversight; Office of Public Affairs; Office of Information Resources Management; Federal Property Resources Service; and Public Buildings Service are located at 18th and F Streets, NW., Washington, DC 20405. The Office of Federal Supply and Services is located in Crystal Mall Building 4, 1941 Jefferson Davis Highway, Washington, DC 20406. The National Archives and Records Service is located in the Archives Building, Seventh and Pennsylvania Avenue, NW., Washington, DC 20408. The telephone number for the above addresses is 202-655-4000. The addresses of the eleven regional offices are provided in § 105-53.151.

Subpart B—Central Office

§ 105-53.130 Office of the Administrator.

The Administrator of General Services, appointed by the President with the advice and consent of the Senate, directs the execution of all programs assigned to the General Services Administration. The Deputy Administrator, who is appointed by the Administrator, assists in directing agency programs and coordinating activities related to the functions of the General Services Administration.

§ 105-53.130-1. Office of Congressional Affairs.

The Office of Congressional Affairs, headed by the Director of Congressional Affairs, is responsible for directing and coordinating the legislative and congressional activities of GSA.

§ 105-53.130-2 Office of Ethics.

The Office of Ethics, headed by the Director of Ethics, is responsible for developing, directing, and monitoring the agency's program governing employee standards of ethical conduct. It is the focal point for the agency's implementation of the Ethics in Government Act of 1978.

§ 105-53.130-3. Office of the Executive Secretariat.

The Office of the Executive Secretariat, headed by the Director of the Executive Secretariat, is responsible for policy coordination, correspondence control, and various administrative tasks in support of the Administrator and Deputy Administrator.

§ 105-53.130-4 Office of Small and Disadvantaged Business Utilization.

(a) *Creation and authority.* Public Law 95-507, October 14, 1978, an amendment to the Small Business Act and the Small Business Investment Act of 1958, established in each Federal agency having procurement authority the Office of Small and Disadvantaged Business Utilization. Each office is headed by a Director of Small and Disadvantaged Business Utilization. The Director is appointed by the head of the agency or department.

(b) *Functions.* The Director of Small and Disadvantaged Business Utilization is responsible for the implementation and execution of the functions and duties under Sections 8 and 15 of the Small Business Act to include the issuance of policy direction and guidance. The office provides information, assistance, and counseling to business concerns, including small businesses, small socially and economically disadvantaged persons, women-owned businesses, labor surplus area concerns, and workshops operated by the blind and other severely handicapped persons. The office also conducts outreach, liaison, source listings, and seminars for small and disadvantaged businesses and coordinates and promotes procurement programs and policies.

§ 105-53.130-5 Office of Communications.

The Office of Communications, headed by the Director of Communications, is responsible for the planning, implementation, and coordination of the public events activities and the GSA publications program.

§ 105-53.130-6 Office of Program Control.

The Office of Program Control, headed by the Director of Program Control, is responsible for developing and maintaining an agencywide management information system to track and monitor critical projects, problems, and issues. It is also responsible for planning, implementing, and coordinating the GSA customer relations activities.

§ 105-53.131 Office of Inspector General.

(a) *Creation and authority.* Public Law 95-452, known as the Inspector General Act of 1978, consolidated existing audit and investigation functions and established an Office of Inspector General in 11 major domestic departments and agencies, including GSA. Each office is headed by an Inspector General appointed by the President with the advice and consent of the Senate.

(b) *Functions.* The Office of Inspector General is responsible for policy direction and conduct of audit, inspection, and investigation activities relating to programs and operations of GSA; and maintaining liaison with other law enforcement agencies, the Department of Justice, and United States Attorneys on all matters relating to the detection and prevention of fraud and abuse. The Inspector General reports semiannually to the Congress through the Administrator concerning fraud, abuses, other serious problems, and deficiencies of agency programs and operations; recommends corrective action; and reports on progress made in implementing these actions.

§ 105-53.132 GSA Board of Contract Appeals.

(a) *Creation and authority.* The GSA Board of Contract Appeals (GSBCA), headed by the Chairman, GSA Board of Contract Appeals, was established on February 28, 1979, by the Administrator of General Services as an independent administrative/judicial tribunal under the provisions of the Contract Disputes Act of 1978 (Pub L. 95-563).

(b) *Functions.* The GSBCA hears, considers, and decides disputes between contractors and GSA and other executive departments, agencies, and commissions under the provisions of the Contract Disputes Act of 1978, the "Disputes" clause of contracts and in connection with contract related claims. The Board furnishes hearing examiners for the Suspension and Debarment Board which serves as the fact-finder in suspension and proposed debarment matters. The Suspension and Debarment Board Provides the suspending official with a determination as to whether adequate evidence exists to support the cause for suspension, delivers written findings of fact to the debarring official which resolve any facts in dispute based on a preponderance of the evidence and determines whether a cause for debarment exists. The Board also serves as an *ad hoc* body convened to consider any other type of dispute, including appeals involving violations of post-Federal employment restrictions pursuant to the Ethics in Government Act of 1978.

(c) *Regulations.* Regulations pertaining to GSBCA programs are published in 41 CFR Part 5A-60. Information on availability of the regulations is provided in § 105-53.116

§ 105-53.133 Information Security Oversight Office.

(a) *Creation and authority.* The Information Security Oversight Office (ISOO), headed by the Director of ISOO, who is appointed by the Administrator with the approval of the President, was established by the Administrator on November 20, 1978, under the provisions of Executive Order 12065. Effective August 1, 1982, this authority is based upon Executive Order 12356, which superseded E.O. 12065.

(b) *Functions.* ISOO oversees and ensures, under the general policy direction of the National Security Council, Government-wide implementation of the information security program established by Executive order.

(c) *Regulations.* Regulations pertaining to ISOO Programs are published in 32 CFR Chapter XX, Part 2000 et seq.

§ 105-53.134 Associate Administrator for Administration.

The Associate Administrator for Administration participates in the executive leadership of the agency, provides advice on major policies and procedures to the Administrator and Deputy Administrator, and oversees organizational effectiveness within the agency.

§ 105-53.135 Office of Operations.

The Office of Operations, headed by the Associate Administrator for Operations, participates in the executive leadership of the agency and in the formulation of GSA-wide policy; has primary responsibility for GSA's field operations; supervises GSA's Regional Administrators; and ensures that regional programs are executed in the most cost-effective and efficient manner.

§ 105-53.136 Office of Policy and Management Systems.

The Office of Policy and Management Systems, headed by the Associate Administrator for Policy and Management Systems, participates in the executive leadership of the agency and in the formulation of GSA-wide policy; serves as the focal point for policy regarding agency management matters; and exercises control of agencywide management systems with oversight responsibility of general operating systems.

§ 105-53.137 Office of Acquisition Policy.

(a) *Functions.* The Office of Acquisition Policy (OAP), headed by the Assistant Administrator for Acquisition Policy, serves as the single focal point for GSA acquisition and contracting matters and is responsible for ensuring that the GSA procurement process is executed in compliance with all appropriate public laws and regulations

and is based on sound business judgment.

(b) *Regulations.* Regulations pertaining to OAP programs are published in 41 CFR Chapter 5, General Services Administration Procurement Regulations (GSPR), and 41 CFR Chapter 1, Federal Procurement Regulations (FPR). Information on availability of the regulations is provided in § 105-53.116.

§ 105-53.138 Office of General Counsel.

Functions. The Office of General Counsel (OGC), headed by the General Counsel, is responsible for providing all legal services to the services, programs offices, staff offices, and regions of GSA with the exception of certain legal activities of the Office of Inspector General and legal activities of the Board of Contract Appeals; drafts legislation proposed by GSA; furnishes legal advice required in connection with reports on legislation proposed by other agencies; provides liaison on legal matters with other Federal agencies; coordinates with the Department of Justice in litigation matters; and reviews and gives advice on matters of contract policy and contract operations.

§ 105-53.139 Office of Plans, Programs, and Financial Management.

(a) *Functions.* The Office of Plans, Programs, and Financial Management (PPFM), headed by the Assistant Administrator for Plans, Programs, and Financial Management, is responsible for centralized agencywide budget and accounting functions; overall allocation and administrative control of agencywide resources and financial management programs; and for the audit of transportation bills paid by the Government and subsequent settlement of claims.

(b) *Regulations.* Regulations pertaining to PPFM programs are published in 41 CFR Parts 101-2 and 101-41. Information on availability of the regulations is provided in §105-53.116.

§ 105-53.140 Office of Organization and Personnel.

The Office of Organization and Personnel, headed by the Director of Organization and Personnel, plans for and administers GSA-wide programs for staffing, position classification and pay administration, employee relations, training, career development, equal employment opportunity, organization, and staff utilization.

§ 105-53.141 Office of Oversight.

The Office of Oversight, headed by the Director of Oversight, is responsible for conducting independent reviews of agencywide programs within priorities set by the Administrator to determine the effectiveness, efficiency, and economy of GSA activities; overseeing agencywide implementation of OMB Circular A-123; serving as the central point of control for audit and inspection reports from the Inspector General and the Comptroller General of the United States; administering GSA's security programs; and directing an agencywide program of administrative services.

§ 105-53.142 Office of Public Affairs.

The Office of Public Affairs, headed by the Director of Public Affairs, is responsible for the planning, implementing, and coordinating of all GSA public information activities.

§ 105-53.143 Office of Information Resources Management.

(a) *Creation and authority.* The Office of Information Resources Management (OIRM), headed by the Assistant Administrator for Information Resources Management, was established on August 17, 1982, by the Administrator of General Services. The Office was assigned responsibility for administering the Government-wide automatic data processing (ADP) resources management program and the Government-wide telecommunications management program.

(b) *Functions.* OIRM is responsible for directing and managing Government-wide programs for the procurement and use of automatic data processing, office information systems, and telecommunications equipment and services; developing and coordinating Government-wide plans, policies, procedures, regulations, and publications pertaining to ADP and telecommunications activities; managing and operating the Automatic Data Processing (ADP) Fund and the Federal Telecommunications (FT) Fund; managing and operating the Federal Telecommunications System (FTS); planning and directing programs for improving Federal records and information management practices Government-wide; managing and operating the Federal Information Centers and the Consumer Information Center; and developing and overseeing GSA policy concerning internal automated information systems, equipment, and facilities.

(c) *Regulations.* Regulations pertaining to OIRM programs are published in 41 CFR Chapter 1 and 41 CFR Chapter 101, Subchapters B and F. Information on availability of the regulations is provided in § 105-53.116.

§ 105-53.144 Federal Property Resources Service.

(a) *Creation and authority.* The Federal Property Resources Service (FPRS), headed by the Commissioner, Federal Property Resources Service, was established on July 18, 1978, by the Administrator of General Services to carry out the utilization and disposal functions for real and related personal property and the management of the Strategic and Critical Materials Stockpile.

(b) *Functions.* FPRS is responsible for utilization surveys of Federal real property holdings; the reuse of excess real property; the disposal of surplus real property; and acquiring, maintaining quality, storing, and disposing of the Nation's inventory of strategic and critical materials essential to the military and industrial requirements of the United States in times of emergency.

(c) *Regulations.* Regulations pertaining to FPRS programs are published in 41 CFR Chapter 1 and 41 CFR Chapter 101, Subchapters C and H. Information on availability of the regulations is provided in § 105-53.116.

§ 105-53.145 Office of Federal Supply and Services.

(a) *Creation and authority.* The Office of Federal Supply and Services (FSS), headed by the Assistant Administrator for Federal Supply and Services, was established on August 17, 1982, by the Administrator of General Services.

(b) *Functions.* FSS is responsible for determining supply requirements; procuring personal property and nonpersonal services; transferring excess (except ADP equipment) and donating and selling surplus personal property; managing GSA's Government-wide transportation, traffic management, travel, fleet management, and employee relocation programs; developing Federal standard purchase specifications and Commercial Item Descriptions; standardizing commodities purchased by the Federal Government; cataloging items of supply procured by civil agencies; and ensuring continuity of supply operations during defense emergency conditions.

(c) *Regulations.* Regulations pertaining to FSS programs are published in 41 CFR Chapters 1 and 5 and 41 CFR Chapter 101, Subchapter A, E, G, and H. Information on availability of the regulations is provided in § 105.53.116.

§ 105-53.146 National Archives and Records Service.

(a) *Creation and authority.* The National Archives and Records Service (NARS), under the direction of the Archivist of the United States, was established on December 11, 1949, by the Federal Property and Administrative Services Act of 1949 to succeed the National Archives Establishment originally established by the Act of June 19, 1934 (48 Stat. 1122).

(b) *Functions.* NARS is responsible for providing economical storage in Federal records centers for semiactive and noncurrent Federal records; appraising and scheduling records for appropriate disposition; selecting, preserving, and servicing the permanently valuable noncurrent records of the Federal Government; publishing the laws, constitutional amendments, Presidential documents, and administrative regulations having general applicability and legal effects; providing for the preservation, publication, and administration of the historical materials in Presidential libraries operated by GSA; and providing staff support to the National Historical Publications and Records Commission.

(c) *Regulations.* Regulations pertaining to NARS programs are published in 1 CFR Chapter I and II; 41 CFR Chapter 101, Subchapter B; and 41 CFR Parts 105-61, 105-63, and 105-65. Information on availability of the regulations is provided in § 105.53.116.

§ 105-53.147 Public Buildings Service.

(a) *Creation and authority.* The Public Buildings Service (PBS), headed by the Commissioner, Public Buildings Service, was established on December 11, 1949, by the Administrator of General Services to supersede the Public Buildings Administration, which was abolished by the Federal Property and Administrative Services Act of 1949.

(b) *Functions.* PBS is responsible for the design, construction, management, maintenance, operation, alteration, extension, remodeling, preservation, repair, improvement, protection, and control of buildings, both federally owned and leased, in which are provided housing accommodations for Government activities; the acquisition, utilization, custody, and accountability for GSA real property and related personal property; representing the consumer interests of the Federal executive agencies before Federal and State rate regulatory commissions and providing procurement support and contracting for public utilities (except telecommunications); the Government-wide safety program as it relates to GSA public buildings, and the GSA employee safety and health program; the implementation of Executive Order 11593; and coordination of GSA's activities towards improving the environment as required by the National Environmental Policy Act of 1959.

(c) *Regulations.* Regulations pertaining to PBS programs are published in 41 CFR Chapter 1 and 41 CFR Chapter 101, Subchapters D and H. Information on availability of the regulations is provided in § 105.53.116.

Subpart C—Regional Offices

§ 105-53.150 Organization and functions.

Regional offices have been established in 11 cities throughout the United States. Each regional office is headed by a Regional Administrator, who is responsible to the Associate Administrator for Operations for the overall direction and administration of the regional office and for the total performance of GSA programs and activities within the region. The overall organizational structure for each region is identical and consists of the following: Regional Administrator, Executive Assistant, Office of Regional Counsel, Office of Project Control and Oversight, Office of Controller, Office of Public Building and Real Property, Office of Federal Supply and Services, and Office of Information Resources Management. In certain instances, regional offices are assigned national interregional jurisdiction for a specific program. The geographic composition of each region is shown in § 105-53.151.

§ 105-53.151 Geographic composition; addresses and telephone numbers.

Regional Offices—General Services Administration

Region and Address

No. 1. (Comprising the States of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont); John W. McCormack Building, Post Office and Courthouse, Boston, MA 02109. Telephone: 617-232-2100.

No. 2. (Comprising the States of New Jersey and New York, the Commonwealth of Puerto Rico, and the Virgin Islands. *Exception: FPRS Real Property functions for the Commonwealth of Puerto Rico and the Virgin Islands are administered by Region 4); 26 Federal Plaza, New York, NY 10007. Telephone: 212-264-3311.

No. 3. (Comprising the States of Maryland, Virginia, (except those jurisdictions within National Capital Region boundaries), West Virginia, Pennsylvania, and Delaware); Ninth and Market Streets, Philadelphia, PA 19107. Telephone: 215-597-3311.

No. 4. (Comprising the States of Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee; and the FPRS Real Property functions for the Commonwealth of Puerto Rico and the Virgin Islands); 75 Spring Street, SW., Atlanta, GA 30303. Telephone: 404-221-3200.

No. 5. (Comprising the States of Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin); 230 South Dearborn Street, Chicago, IL 60604. Telephone: 312-353-4401.

No. 6. (Comprising the States of Iowa, Kansas, Missouri, and Nebraska); 1500 East Bannister Road, Kansas City, MO 64131. Telephone: 816-926-7201.

No. 7. (Comprising the States of Arkansas, Louisiana, New Mexico, Oklahoma, and Texas); 819 Taylor Street, Fort Worth, TX 76102. Telephone: 817-334-2321.

No. 8. (Comprising the States of Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming); Building 41, Denver Federal Center, Denver, CO 80225. Telephone: 303-234-3131.

No. 9. (Comprising Guam and the States of Arizona, California, Hawaii, and Nevada); 525 Market Street, San Francisco, CA 94105. Telephone: 415-556-9000.

No. 10. (Comprising the States of Alaska, Idaho, Oregon, and Washington); GSA Center, Auburn, WA 98002. Telephone: 206-396-5000.

National Capital Region. (Comprising the District of Columbia; the Counties of Montgomery and Prince Georges in Maryland; and the City of Alexandria and the Counties of Arlington, Fairfax, Loudoun, and Prince William in Virginia); Seventh and D Streets, SW., Washington, DC 20407. Telephone: 202-655-4000. *FPRS Real Property utilization and disposal functions for Region 2 are administered by Region 1; Region 3 and National Capitol Region administered by Region 4; Region 6 administered by Region 7; and Region 8 administered by Region 10.

Dated: May 31, 1983.

Jon R. Halsall,

Acting Director of Organization and Personnel.

[FR Doc. 83-15094 Filed 6-3-83; 8:45 am]

BILLING CODE 6820-34-M

DEPARTMENT OF THE INTERIOR

Bureau of Land Management

43 CFR Public Land Order 6391

[OR-15667, I-18188]

Oregon and Idaho; Transfer of Jurisdiction; Addition to Wallowa National Forest

AGENCY: Bureau of Land Management, Interior.

ACTION: Public land order.

SUMMARY: This order transfers jurisdiction of 6,744 acres of public lands and an additional 6,212 acres of Federal minerals to the Secretary of Agriculture. The lands which lie within the Hells Canyon National Recreation Area will also become part of the Wallowa National Forest. All public lands and minerals involved will remain closed to surface entry, mining and mineral leasing.

EFFECTIVE DATE: June 6, 1983.

FOR FURTHER INFORMATION CONTACT: Champ C. Vaughan, Jr., Oregon State Office, 503-231-6905.

SUPPLEMENTARY INFORMATION: By virtue of the authority vested in the Secretary of the Interior by Section 204 of the Federal Land Policy and Management Act of 1976, 90 Stat. 2751; 43 U.S.C. 1714, and as provided by Section 9 of the Act of December 31, 1975, 89 Stat. 1117; 16 U.S.C. 460gg, which established the Hells Canyon National Recreation Area, it is ordered as follows:

1. Subject to valid existing rights, administrative jurisdiction of the following described public lands lying within the boundaries of the Hells Canyon National Recreation Area are hereby transferred to the Secretary of Agriculture:

Willamette Meridian, Oregon

T. 6 N., R. 47 E.,
- Sec. 15, lots 1, 2, 3, and 4;
- Sec. 17, lots 1, 2, 3, and 4;
- Sec. 20, W½;
- Sec. 21, N½NW¼, SW¼NW¼, NW¼SW¼, and S½SW¼;
- Sec. 25, lots 1 and 2;
- Sec. 28, N½ and W½SW¼;
- Sec. 29, S½NE¼;
- Sec. 33, lots 4, 5, 6, and 7, SW¼NW¼, N½SW¼, and S½S½;
- Sec. 35, lot 5.

T. 6 S., R. 48 E.,
- Sec. 18, that portion lying within the Hells Canyon National Recreation Area;
- Sec. 19, W½, SW¼SE¼, and those portions of the N½NE¼ and N½SE¼ lying within the Hells Canyon National Recreation Area;
- Sec. 30, W½ and those portions of the N½NE¼ and SE¼ lying within the Hells Canyon National Recreation Area;
- Sec. 31, that portion lying within the Hells Canyon National Recreation Area.

T. 7 S., R. 48 E.,
- Sec. 6, those portions of lot 4, SW¼NW¼, and W½SW¼ laying within the Hells Canyon National Recreation Area.

Boise Meridian, Idaho

T. 28 N., R. 2 W.,
- Sec. 15, lots 1, 2, and 3, and SW¼NE¼;
- Sec. 23, lots 1, 3, 4, and 5;
- Sec. 25, S½NW¼ and W½SW¼;
- Sec. 26, lots 1, 2, 3, and 4;
- Sec. 35, lots 1, 2, 3, and 4.

T. 28 N., R. 3 W.,
- Sec. 3, lot 1.

T. 29 N., R. 3 W.,
- Sec. 28, lot 3;
- Sec. 29, lots 1, 2, 3, and 4;
- Sec. 30, lots 3 to 7, inclusive, NE¼NE¼, SW¼NE¼, and NE¼SW¼;
- Sec. 34, lot 4.

T. 29 N., R. 4 W.,
- Sec. 3, lots 4 to 8, inclusive, and SE¼SE¼;
- Sec. 4, lot 1;
- Sec. 10, lots 1 and 2;
- Sec. 11, lots 1, 2, and 3, and SW¼NW¼;
- Sec. 14, lots 1 to 6, inclusive;
- Sec. 23, lots 1, 2, 3, and 4;
- Sec. 25, lots 1 to 5, inclusive, NW¼NW¼, and SW¼NE¼;
- Sec. 26, lot 1.

T. 30 N., R. 4 W.,
- Sec. 7, lots 1, 2, and 3, and those portions of lots 4, 5, and 6 lying within the Hells Canyon National Recreation Area;
- Sec. 17, W½SW¼NW¼, NW¼SW¼, and SW¼SW¼;
- Sec. 18, lots 1, 2, 3, and 4;
- Sec. 19, lots 1 and 2;
- Sec. 20, lots 4, 5, and 6, SW¼NW¼, W½NE¼SW¼, and W½SE¼SW¼;
- Sec. 29, lots 1, 2, 3, and 4, NE¼NW¼, NW¼SE¼, and SE¼SE¼;
- Sec. 32, lot 1;
- Sec. 33, lots 1, 2, 3, and 4, NW¼NW¼, S½SE¼NW¼, S½NW¼SE¼, and SE¼SE¼.

The areas described aggregate approximately 3,535 acres in Baker and Wallowa Counties, Oregon, and 3,209.41 acres in Idaho and Nez Perce Counties, Idaho.

2. Subject to valid existing rights, administrative jurisdiction of the reserved mineral estate in the following described patented lands lying within the boundaries of the Hells Canyon National Recreation Area is hereby transferred to the Secretary of Agriculture to the extent necessary to carry out the purposes of the Act of December 31, 1975:

Willamette Meridian, Oregon

T. 6 N., R. 47 E.,
- Sec. 14, lot 1;
- Sec. 18, lots 1, 2, 3, and 4;
- Sec. 19, NE¼, N½SE¼, and that portion of the SW¼ lying within the Hells Canyon National Recreation Area;
- Sec. 20, E½;
- Sec. 21, E½, SE¼NW¼, and NW¼SW¼;
- Sec. 22, NW¼;
- Sec. 23, lots 1, 2, and 3;
- Sec. 26, lots 1, 3, 4, and 5, SE¼NW¼, W½SW¼, and SW¼SE¼;
- Sec. 27, SW¼ and S½SE¼;
- Sec. 28, E½SE¼;
- Sec. 29, those portions of the N½NE¼, SE¼, and E½SW¼ lying within the Hells Canyon National Recreation Area;
- Sec. 30, those portions of the NE¼ and E½NW¼ lying within the Hells Canyon National Recreation Area;
- Sec. 32, that portion of the SE¼ lying within the Hells Canyon National Recreation Area;
- Sec. 33, lot 3 and NW¼NW¼;
- Sec. 34, NE¼, W½, and W½SE¼;
- Sec. 35, lots 1, 2, and 3, and N½.

T. 7 S., R. 47 E.,
- Sec. 26, that portion of the W½W½ lying within the Hells Canyon National Recreation Area;
- Sec. 27, E½ and E½W½;
- Sec. 28, those portions of the E½SW¼ and W½SE¼ lying within the Hells Canyon National Recreation Area;
- Sec. 33, NE¼ and that portion of the E½NW¼ lying within the Hells Canyon National Recreation Area;
- Sec. 34, N½NE¼, SE¼NE¼, and SW¼NW¼;
- Sec. 35, that portion of the NW¼NW¼ lying within the Hells Canyon National Recreation Area.

Boise Meridian, Idaho

T. 28 N., R. 2 W.,
- Sec. 6, lots 7 and 8;
- Sec. 7, lot 3;
- Sec. 8, lots 1, 2, 3, and 4;
- Sec. 9, lots 1 and 2, NW¼NW¼ and SE¼NW¼.

T. 28 N., R. 3 W.,
- Sec. 2, lots 1 and 2, SW¼NW¼, NE¼SW¼, and SW¼SE¼;
- Sec. 3, lot 2;
- Sec. 11, lots 1 and 2, and NE¼NE¼;
- Sec. 12, lots 1 to 5, inclusive.

T. 29 N., R. 3 W.,
- Sec. 27, lots 1 and 2, SW¼NW¼, and NE¼SW¼;
- Sec. 28, lots 1, 2, and 4;
- Sec. 34, lots 1, 2, and 3.

T. 30 N., R. 4 W.,
- Sec. 6, lots 5, 14, 15, 18, 19, and that portion of lot 4 lying within the Hells Canyon National Recreation Area;
- Sec. 7, W½NE¼NE¼.

The areas described aggregate approximately 4,797 acres in Baker and Wallowa Counties, Oregon, and approximately 1,415 acres in Idaho and Nez Perce Counties, Idaho.

3. Subject to valid existing rights, the lands described in paragraphs 1 and 2 are hereby made a part of the Wallowa National Forest to be administered as the Wallowa-Whitman National Forest and shall hereafter be subject to all laws and regulations applicable thereto.

4. Subject to valid existing rights, Section 11 of the Act of December 31, 1975, withdraws the lands described in paragraphs 1 and 2 from all forms of

location, entry, and patent under the mining laws of the United States, and from disposition under all laws pertaining to mineral leasing and all amendments thereto.

Inquiries concerning the lands should be addressed to the State Director, Bureau of Land Management, P.O. Box 2965, Portland, Oregon 97208.

Dated: May 27, 1983.

Garrey E. Carruthers,

Assistant Secretary of the Interior.

[FR Doc. 83-14999 Filed 6-3-83; 8:45 am]

BILLING CODE 4310-84-M

DEPARTMENT OF TRANSPORTATION

Research and Special Programs Administration

49 CFR Parts 192 and 195

[Amdt. Nos. 192-44 and 195-27; Docket No. PS-69]

Transportation of Natural and Other Gas and Hazardous Liquids by Pipeline; Line Marking at Navigable Waterways

AGENCY: Materials Transportation Bureau (MTB), RSPA, DOT.

ACTION: Final rule.

SUMMARY: This amendment revokes the regulations that require pipeline operators to place and maintain line markers at locations where gas and hazardous liquid pipelines cross navigable waterways. The current regulations are considered costly and unnecessary for safety in light of requirements and practices of the U.S. Army Corps of Engineers and voluntary practices of the pipeline industry.

EFFECTIVE DATE: July 6, 1983.

FOR FURTHER INFORMATION CONTACT: Mr. L. M. Furrow, (202) 426-2392, regarding the content of this notice, or the Dockets Branch, (202) 426-3148, regarding copies of this notice or other information in the dockets.

SUPPLEMENTARY INFORMATION:

Background

Line markers (or signs) historically have been installed by gas and hazardous liquid pipeline companies at navigable waterway crossings to warn vessel pilots of the presence of underwater pipelines. The objective of this practice is to reduce the possibility that underwater pipelines will be damaged by activities such as anchoring, dredging, pile driving, spud mooring, or by collision at the shoreline. A version of this voluntary practice became mandatory for hazardous liquid pipelines when § 195.410, Line markers, was adopted in 1970 (34 FR 15473). Later, the standards in § 192.707 for marking gas pipelines were amended in 1975 (40 FR 13502) to, among other things, establish specific, detailed requirements for marking mains and transmission lines at navigable waterway crossings.

Although the term "navigable waterway" is not defined in either the gas or liquid regulations, MTB has interpreted it in a manner consistent with the U.S. Coast Guard's application of the term. This application has been recently expanded, however, by statutes and court decisions to include waters where there is little or no likelihood that marine activities will damage pipelines. For instance, markers would not be very useful for protecting crossings of minor streams that, although "navigable," have no vessel traffic and no likelihood of being dredged.

Another problem with both the gas and liquid line marking regulations is the difficulty and impracticality of installing warning signs at the shore that are large enough to be seen from passing vessels. Usually as waterways increase in size, so must the signs to provide adequate notice. At some point, aesthetic objections occur.

Review

These problems caused MTB to include §§ 192.707 and 195.410 in its program for reviewing existing regulations, with a view toward revoking or revising those regulations that are not achieving their intended purpose. MTB's review concluded, preliminarily, that despite their longstanding usage, there was no empirical evidence to demonstrate the effectiveness of line markers in reducing the potential for accidents at navigable waterway crossings. It was also obvious that marker benefits, if any, would not likely be available at night or in fog, or far from shore where markers of moderate size could not be seen.

Another finding was that the consequences of accidents that have occurred have not been severe in terms of deaths and injuries. From 1970 through 1979, there were 40 accidents reported on gas pipeline crossings caused by marine activities, resulting in no deaths and four injuries. Between 1968 and 1977, there were only 16 marine-activity related accidents on liquid pipelines, and no deaths or imjuries were reported.

Finally, even in the absence of a complete cost study, information supplied by the Tennessee Gas Pipeline Company and East Tennessee Natural Gas showed that compliance with the existing requirements for water crossings that might be classed as navigable is very costly for the industry.

To complete its review of the regulations that require placement of line markers at navigable waterway crossings, MTB issued an Advance Notice of Proposed Rulemaking (ANPRM) on June 17, 1981 [46 FR 32287; June 22, 1981], inviting comments on the problem of interference with underwater pipeline crossings, the benefits of installing line markers at these crossings, and the size and costs of markers to be used.

The ANPRM set forth five alternative courses of action to deal with the line marker problem. Of these, Alternatives 2 and 4 received the most favorable responses. These alternatives were as follows:

Alternative 2. "Require line markers only at crossings of rivers or other bodies of water which carry potentially damaging vessels or where channel dredging and commercial dredging [such as oyster shell dredging] is commonly performed, but place a reasonable limit on the size of signs."

Alternative 4. "Revoke the present requirements for line markers at navigable waterways. In this case, safety would be regulated by other existing Department of Transportation requirements, such as depth of burial, by "one-call" damage prevention programs, or by Coast Guard and Corps of Engineer requirements. . . ."

Notice of Proposed Rulemaking

After considering the comments on the ANPRM, MTB issued a Notice of Proposed Rulemaking concerning line markers at navigable waterways [48 FR 2987; January 24, 1983]. In this notice, MTB gave its reasons for rejecting Alternative 2 and proposing to adopt Alternative 4. The reasons in regard to Alternative 2 were as follows:

> MTB is not persuaded by the respondents who favored Alternative 2 that there should be a Federal pipeline safety requirement for placement of line markers at particular waterways. The waters to which the respondents would apply such a requirement, ones where damage to pipelines is most likely to occur, are the same ones they stated they would continue to mark in the absence of any Federal pipeline safety requirement. Indeed, the Regulatory Evaluation indicates that in high traffic locations, it is cost beneficial to install line markers, giving credence to the industry comments that line markers will be voluntarily installed where appropriate. MTB does not believe that it should require by regulation that which industry largely does on its own initiative, particularly when the failure to act voluntarily would not measurably threaten public safety.

Another consideration regarding Alternative 2 is that the Corps of Engineers and the Coast Guard also have regulations which affect the safety of pipelines crossing navigable waterways.

The Corps of Engineers and National Ocean Survey of the Department of Commerce produce charts for purposes of navigation on U.S. waterways. Submarine cables and pipelines are shown on these charts, based on information furnished by the Corps as set forth in 33 CFR 209.310 and 209.325 (g), (h), and (i). Also, information about pipelines which affect navigation is published in Notices to Mariners, a Coast Guard and Department of Commerce publication, and in the U.S. Coast Pilot Monthly, another government sponsored publication, both of which are available to mariners. The U.S. Coast Guard requires vessels of 1,600 gross tons and up operating on the navigable waters of the U.S. to carry current government charts, coast pilots, and Notices to Mariners (33 CFR 164.33). Thus, information about pipeline crossings that could affect navigation is available on charts and publications to pilots of all vessels, and required to be kept on vessels with sufficient capacity to damage pipelines.

Moreover, the Corps of Engineers has authority under Sec. 10 of the River and Harbor Act of 1899 to regulate and grant permits for pipeline crossings of navigable waters of the United States and for dredging of other construction activities that might interfere with such crossings. The regulations which apply to the issuance of permits are in 33 CFR Parts 320 through 330.

The Corps of Engineers' policies for review of applications for Department of Army permits include a public interest review (33 CFR 320.4). All factors which may be relevant to a proposed crossing are considered, among which are navigation, safety, and in general, the needs and welfare of the people. Comments on the ANPRM from the Corps stated that the need for line markers is also part of this review. No permit is granted unless its issuance is found to be in the public interest.

Thus, the Corps not only furnishes information about pipeline crossings that is used by mariners, but also conducts a case-by-case review of the safety of pipeline crossings of navigable waters, including the need for line markers. Furthermore, after a crossing is constructed, the Corps' permitting program in regard to dredging and marine construction activities serves to protect the crossing against damage. It follows, therefore, that the present requirements of §§ 192.707 and 195.410 for marking navigable waterway crossings are to a large extent unnecessary in light of the Corps of Engineers' practices.

The reasons for selecting Alternative 4 were as follows:

After reviewing all the comments and considering other information available, MTB does not believe that its current requirements for placing line markers at navigable waterway crossings are justified. In short, MTB believes that because of their location, there is little risk of damage to underwater pipelines, and most of the incidents to underwater pipelines that do occur expose very few members of the general public to danger. Moreover, there is insufficient evidence to show that line markers have had any effect in preventing damage to underwater pipelines and such quantitative information appears unobtainable.

A major factor related to the lack of need for Federal regulations is MTB's belief, as supported by the comments, that most operators will voluntarily install and maintain line markers at crossings where they consider line markers to be helpful. Clearly, it is unnecessary for MTB to require by Federal regulations what industry can and will do in the absence of Federal regulations.

Another very important consideration involves the requirements and practices of the Corps of Engineers regarding issuing permits for pipeline crossings, dredging, and other construction activities in navigable waterways and the information provided mariners about pipeline crossings. The Corps' permitting and informational programs protect the public not only in regard to hazards to navigation, but also against risks posed by interference with underwater pipelines by vessels, dredging, or other water-use activity.

Discussion of Comments

There were 34 persons who submitted comments on the Notice of Proposed Rulemaking. They included public utility companies, gas and liquid transmission companies, State agencies, industry trade associations, a maritime association, and Federal agencies.

Twenty-five of these commenters supported the proposed rulemaking categorically. Of this group, some acknowledged they previously were proponents of Alternative 2, but were persuaded by the notice that Alternative 4 is a better choice.

Both §§ 192.707 and 195.410 provide, in general performance terms, that line markers must be installed where necessary to identify the location of a pipeline. To assure that this general provision could not be construed to apply to navigable waterway crossings, MTB proposed to amend paragraph (b) of each rule to add "navigable waterways" to the list of situations in which markers are not required. A few commenters pointed out, however, that use of the term "navigable waterways" without a definition would be confusing because the exclusion would not apply to all waterways. Inasmuch as the rationale for not requiring markers at navigable waterways applies equally, or even more so, to waterways that are not navigable, there is no valid reason why the regulations should imply that some nonnavigable waterway crossings should be marked. Therefore, in the final rules, the words "navigable waterways" are deleted from paragraph (b), but replaced by the words "waterways and other bodies of water". Hence, no one may infer that markers are required at any waterway or other body of water.

Four commenters opposed the proposal to revoke the current regulations: the U.S. Coast Guard, the National Transportation Safety Board, the New York State Public Service Commission, and the West Gulf Maritime Association. They argued in favor of Alternative 2, which was to require markers at waterways with potentially damaging vessel traffic. Some of the supporting statements advanced were that in emergencies pilots would not have time to consult charts before dropping anchor, and it is unrealistic to assume that the voluntary placement of signs would provide satisfactory protection. The U.S. Coast Guard said that pipeline markers are more effective than charts. The National Transportation Safety Board added that waterway markers have the benefit of warning shoreside excavators of the presence of buried pipelines. Yet, none of these commenters submitted any hard data regarding the benefits of existing line markers at navigable waterway crossings. For example, even though the proposal did not rest on the assumption that pilots would consult charts instead of line markers during an emergency, no information was presented to show how markers have helped to prevent accidents in an emergency. Since the benefits of waterway markers remain a matter of conjecture, and the historical practices of industry and the Corps of Engineers appear to provide sufficient safeguards against vessel damage and dredging, the primary threats to underwater pipelines, MTB's line marking regulations on the subject cannot be justified. The general linemarking requirements will continue to protect against shoreside excavation activities that do not affect waterways but might interfere with a buried pipeline. Also, "one call" damage prevention programs (e.g., § 192.614) will protect against damage from onshore excavation activities.

Advisory Committee Review

Section 4(b) of the Natural Gas Pipeline Safety Act of 1968, as amended (49 USC 1673(b)), requires that each proposed amendment to a safety standard established under that statute be submitted to a 15-member advisory committee for its consideration. The committee, composed of persons knowledgeable about the transportaion of gas, considered the proposed amendment to § 192.707 at a meeting in Washington, D.C., on November 16 and 17, 1982.

In its report, dated January 14, 1983 (a copy of which is in the docket), the committee found the proposed amendment, as set forth in a draft of the Notice of Proposed Rulemaking, to be technically feasible, reasonable, and practical provided (1) the words "or at crossings of" in the proposed paragraph (b)(1) were deleted, and (2) the heading of paragraph (d) was changed to read "Marker." The second of these recommended revisions was included in substance in the published Notice of Proposed Rulemaking. The first was not adopted, however, in either the notice or this final rule because MTB does not concur with the committee's rationale for the change. The committee thought the express exclusion of waterway crossings from the marker regulations (by adding "or at crossings of" to the existing paragraph (b)) would serve to deter voluntary installation of markers, and also, not permit use of the general duty provision in paragraph (a) (discussed above) as a shield against persons who might object to the voluntary installation of waterway markers on aesthetic grounds. As discussed above, MTB has left the exclusion in the final rule to avoid any implication that the general duty provision requires waterway markers in some locations and to avoid the associated interpretive difficulties. Pipeline companies have historically installed markers at waterway crossings. MTB doubts, based on the comments of operators in the record, that a clear Federal statement that markers are no longer mandatory in these locations will cause companies to change their long-standing policies. As to the protection a Federal rule might give companies against opponents of waterway markers, providing such defenses is certainly not an authorized purpose of rulemaking when a rule cannot otherwise be justified. In addition, MTB believes that most objections to signs in the past have arisen because of the oversized signs companies have had to erect to comply with § 192.707 at wide navigable waterways. A more judicious approach to choosing sign sizes should result in few, if any, objections in the future.

Likewise, Section 204(b) of the Hazardous Liquid Pipeline Safety Act of 1979 (49 USC 2003(b)) requires that the proposed amendment to § 195.410 be submitted for consideration by a 15-member advisory committee composed of persons knowledgeable about the transportation of hazardous liquids. The committee considered the proposed amendment at a meeting in Washington, D.C., on December 7–8, 1982. In its report, dated March 9, 1983 (a copy of which is in the docket), the committee found the proposed amendment, as set forth in a draft of the Notice of Proposed Rulemaking, to be technically feasible, acceptable, and reasonable.

Classification

This final rule is not a "major rule" under Executive Order 12291. The Order defines a "major rule" as one which would have an annual effect on the economy of $100 million or more, a major increase in costs, or a significant adverse effect on the economy. As shown by the Regulatory Evaluation for this proceeding, this final rule does not have such an impact. This final rule also is not a "significant" rule as defined by the Department of Transportation Policies and Procedures (DOT Order 2100.5).

The Regulatory Flexibility Act (5 USC 601 et seq.) requires a review of certain rules proposed after January 1, 1981, for their effects on small businesses, organizations and governmental bodies. I certify that the final rule will not have a significant economic impact on a substantial number of small entities because there will be no direct or indirect costs of compliance or other adverse effects.

List of Subjects

49 CFR Part 192

Pipeline safety.

49 CFR Part 195

Ammonia, Petroleum, Pipeline safety, Reporting and recordkeeping requirements.

Therefore, for reasons set out in the preamble, MTB amends 49 CFR Parts 192 and 195 as follows:

PART 192—[AMENDED]

1. Section 192.707 is amended by revising paragraphs (a) and (b) and the introductory text of paragraph (d) to read as follows, and by removing paragraphs (e) and (f):

§ 192.707 Line markers for mains and transmission lines.

(a) *Buried pipelines.* Except as provided in paragraph (b) of this section, a line marker must be placed and maintained as close as practical over each buried main and transmission line:

(1) At each crossing of a public road and railroad; and

(2) Wherever necessary to identify the location of the transmission line or main to reduce the possibility of damage or interference.

(b) *Exceptions for buried pipelines.* Line markers are not required for buried mains and transmission lines—

(1) Located offshore or at crossings of or under waterways and other bodies of water; or

(2) In Class 3 or Class 4 locations—

(i) Where placement of a marker is impractical; or

(ii) Where a damage prevention program is in effect under § 192.614.

* * * * *

(d) *Marker warning.* The following must be written legibly on a background of sharply contrasting color on each line marker:

* * * * *

(49 U.S.C. 1672; 49 CFR 1.53 and Appendix A of Part 1)

PART 195—[AMENDED]

2. Section 195.410 is amended by revising the introductory text of paragraphs (a) and paragraph (a)(2) and (b) to read as follows, by removing paragraph (c), and by redesignating paragraph (d) as paragraph (c):

§ 195.410 Line markers.

(a) Except as provided in paragraph (b) of this section, each operator shall place and maintain line markers over each buried pipeline in accordance with the following:

* * * * *

(2) The marker must state at least the following: "Warning" followed by the words "Petroleum (or the name of the hazardous liquid transported) Pipeline" (in lettering at least 1 inch high with an approximate stroke of one-quarter inch on a background of sharply contrasting color), the name of the operator and a telephone number (including area code) where the operator can be reached at all times.

(b) Line markers are not required for buried pipelines located—

(1) Offshore or at crossings of or under waterways and other bodies of water; or

(2) In heavily developed urban areas such as downtown business centers where—

(i) The placement of markers is impracticable and would not serve the purpose for which markers are intended; and

(ii) The local government maintains current substructure records.

* * * * *

(49 U.S.C. 2002; 49 CFR 1.53 and Appendix A of Part 1)

Issued in Washington, D.C., on May 27, 1983.

L. D. Santman,

Director, Materials Transportation Bureau.

[FR Doc. 83-14868 Filed 6-3-83; 8:45 am]

BILLING CODE 4910-60-M

National Highway Traffic Safety Administration

49 CFR Part 571

[Docket No. 80-14; Notice 7; Docket No. 71-18; Notice 12]

Safety Standards for New Pneumatic Tires

AGENCY: National Highway Traffic Safety Administration (NHTSA), DOT.

ACTION: Technical amendment.

SUMMARY: In this agency's safety standards applicable to new pneumatic tires for use on motor vehicles, there are listings of standardization organizations whose publications of specifications are accepted under the standards as means for determining appropriate rim sizes on which to mount the tires during testing, and for providing other technical data. This agency has received two petitions requesting changes to these listings. The Society of Motor Manufacturers & Traders Ltd. (SMMT) stated that they no longer set or maintain standards for new tires, and that those functions are now handled for the group by the British Standards Institution, a group already listed in both new tire standards. SMMT requested that their name be deleted from the list of standardization organizations in the new tire standards. Japan Automobile Tire Manufacturers' Association, Inc. (JATMA) asked that the name of the Japanese group currently listed in the standard for new tires for use on motor vehicles other than passenger cars be deleted, because that group does not issue specific tire standards. JATMA, which does issue such standards, asked that its name be added to the list of standardization organizations. This notice makes the changes requested by these petitions. Additionally, this notice corrects an error in the name of the German standardization organization in the passenger car tire standard.

DATE: This amendment is effective June 6, 1983.

FOR FURTHER INFORMATION CONTACT: Arturo Casanova, Office of Vehicle Safety Standards, National Highway Traffic Safety Administration, 400 Seventh Street, S.W., Washington, D.C. 20590 (202-426-1715).

SUPPLEMENTARY INFORMATION: Section S4.4.1(b) of Standard No. 109, *New Pneumatic Tires—Passenger Cars* (49 CFR 571.109), and section S5.1(b) of Standard No. 119, *New Pneumatic Tires for Motor Vehicles Other Than Passenger Cars* (49 CFR 571.119), both contain listings of the various standardization organizations. A standardization organization is a voluntary association composed of representatives of each of the member tire companies. The purpose of a standardization organization is to establish and promulgate engineering standards for tires, rims, and their allied parts. NHTSA relies on the standardization organizations to list the acceptable rim sizes for each tire size and for certain technical information regarding the tire sizes.

Two petitions recently submitted to the agency indicate that these listings of standardization organizations need to be updated in order to reflect the current status of standardization activities. In the first petition, SMMT stated that it no longer performs any of the tasks associated with standardization organizations, and that those activities are now performed for SMMT by the British Standards Institution, a group already listed in both standards. Accordingly, SMMT requested that its name be deleted from the list of standardization organizations.

In the second petition, JATMA noted that the group currently listed in Standard No. 119 as the Japanese standardization organization is Japanese Industrial Standards. JATMA noted that that organization is an organization for all Japanese industries, not just the Japanese tire industry, and does not currently perform the functions associated with a standardization organization. JATMA does perform those functions, and is so recognized in Standard No. 109, which no longer lists Japanese Industrial Standards. JATMA requested that Standard No. 119's list of standardization organizations be amended to correspond to the listing in Standard No. 109 with regard to the Japanese standardization organization.

Both of these petitions are granted. Additionally, the agency erroneously listed the German standardization organization as the Deutsches Institut fur Norming in its response to the petitions for reconsideration of the final rule deleting the tire tables from Standard No. 109 (47 FR 36180; August 19, 1982). The correct name for that organization, and the name which has been used in all previous agency rulemaking notices referring to that standardization organization, is Deutsche Industrie Norm. The correct name is substituted in Standard No. 109 by this amendment.

These changes represent only technical corrections to the agency's listing of recognized standardization organizations. They impose no obligations on any party, but only accommodate the wishes of the listed organizations or correct an error by this agency. Accordingly, the agency finds for good cause that notice and opportunity for comment are unnecessary, and these changes are effective as soon as this notice is published.

List of Subjects in 49 CFR Part 571

Imports, Motor vehicle safety, Motor vehicles, Rubber and rubber products, Tires.

PART 571—[AMENDED]

In consideration of the foregoing, section S4.4.1(b) of 49 CFR 571.109 and section S5.1(b) of 49 CFR 571.119 are revised to read as follows:

§§ 571.109 and 571.119 [Amended]

* * * * *

(b) Contained in publications, current at the date of manufacture of the tire or any later date, of at least one of the following organizations:

The Tire and Rim Association
The European Tyre and Rim Technical Organisation
Japan Automobile Tire Manufacturers' Association, Inc.
Deutche Industrie Norm
British Standards Institution
Scandanavian Tire and Rim Organization

* * * * *

(Secs. 102, 119, and 202, Pub. L. 89-563, 80 Stat. 718 (15 U.S.C. 1392, 1407, and 1422); delegation of authority at 49 CFR 1.50)

Issued on May 27, 1983.

Diane K. Steed,

Acting Administrator.

[FR Doc. 83-15031 Filed 6-3-83; 8:45 am]

BILLING CODE 4910-59-M

Proposed Rules

Federal Register
Vol. 48, No. 109
Monday, June 6, 1983

This section of the FEDERAL REGISTER contains notices to the public of the proposed issuance of rules and regulations. The purpose of these notices is to give interested persons an opportunity to participate in the rule making prior to the adoption of the final rules.

FARM CREDIT ADMINISTRATION

12 CFR Part 614

Loan Policies and Operations

AGENCY: Farm Credit Adminstration.

ACTION: Proposed rule.

SUMMARY: The Farm Credit Administration ("FCA") by its Federal Farm Credit Board, publishes for comment proposed amendments to its regulation concerning interest rate programs.

The amendments authorize banks or associations to establish interest rate programs subject to FCA approval. Differential interest rates, based on costs reasonably associated with different portions of the banks' or associations' loan portfolios, are now specifically authorized.

DATE: Written comments must be received on or before August 8, 1983.

ADDRESSES: Submit any comments in writing to Donald E. Wilkinson, Governor, Farm Credit Administration, Washington, DC 20578. Copies of all communications received will be available for examination by interested persons in the Office of the Director, Congressional and Public Affairs Division, Office of Administration, Farm Credit Administration.

FOR FURTHER INFORMATION CONTACT: Michael C. Salapka, Finance Division, (202) 755-4055, or Gary Griffith, Operations Management Section, (202) 755-5943, Farm Credit Administration, 490 L'Enfant Plaza East, S.W., Washington, DC 20578.

SUPPLEMENTARY INFORMATION: The current FCA regulation § 614.4321 does not specifically authorize Farm Credit System ("System") banks or production credit associations to establish differential interest rates based on costs reasonably associated with particular segments of their loan portfolios. An amendment to the regulation is being proposed to allow banks and associations to set differential interest rates based on funding and operations costs and on such other factors as the FCA may approve. All differential interest rate programs shall be subject to FCA approval.

The current FCA Regulation § 614.4321 authorizes System banks and associations to implement differential interest programs which price credit for specific classes of loans based on type, purpose, amount, quality, or any combination of these factors. Except for the limited use of match-funded loan programs, System institutions currently do not price credit to their borrowers giving specific consideration to the funding and operating costs properly attributable to the particular type of loan involved. Such costs are spread over the institution's entire loan portfolio rather than weighted in the calculation of the rates applicable to the respective types of credit. One result of this practice is that borrowers under one type of credit program which has lower associated costs may be subsidizing the interest rates of borrowers under another type of credit program which has higher associated costs. Since such a result may be considered inequitable, the proposed amendment to the regulation is designed to allow System institutions to address the problem by also considering funding and operating costs as factors in formulating differential interest rate programs. A differential interest rate program which considers such costs will better enable System institutions to meet the statutory objective of providing the types of credit needed by eligible borrowers, at the lowest reasonable cost. The proposed amendment permits, but does not require, System banks to develop differential interest rate programs.

List of Subjects in 12 CFR Part 614

Agriculture, Banks, banking, Credit, Rural areas.

PART 614—LOAN POLICIES AND OPERATIONS

As stated in the preamble, it is proposed that Part 614 of Chapter VI, Title 12 of the Code of Federal Regulations, be amended by revising § 614.4321 to read as follows:

§ 614.4321 Interest rate programs.

The following types of interest rate programs may be employed by banks and production credit associations. Bank interest rate programs are subject to Farm Credit Administration approval.

(a) *Fixed rates.* The rate of interest specified in the note or loan document shall prevail as the maximum rate chargeable to the borrower during the period of the loan.

(b) *Variable rates.* The interest rate(s) on outstanding loan balances may be changed from time to time during the period of the loan, if appropriate provisions are made in the note or loan document.

(c) *Fixed interest spread.* Interest rates shall be expressed in terms of a percentage to be added to the cost of money to the bank or association.

(d) *Differential rates.* Differential interest rates may be established for loans based on type, purpose, amount, quality, funding or operating costs, any combination of these factors, or such other factors as may be approved by the Farm Credit Administration. Differential interest rate programs should achieve equitable rate treatment among categories of borrowers. In the adoption of differential interest rate programs bank boards shall consider the effect that such interest rate structures will have on the achievement of district objectives relating to the special credit needs of young farmers. The Federal intermediate credit banks must provide other financing institutions with the same differential interest rate programs as they provide to production credit associations.

(Secs. 5.9, 5.12, 5.18, Pub. L. 92-181, 85 Stat. 619, 620, 621 (12 U.S.C. 2243, 2246 and 2252))

Carl T. Fredrickson,

Acting Governor.

[FR Doc. 83-15065 Filed 6-3-83; 8:45 am]

BILLING CODE 6705-01-M

DEPARTMENT OF TRANSPORTATION

Federal Aviation Administration

14 CFR Part 39

[Docket No. 83-ASW-21]

Airworthiness Directives; Garlick Helicopters, Hawkins & Powers Aviation, Inc., Wilco Aviation (Bell) Model UH-1B Series Helicopters

AGENCY: Federal Aviation Administration (FAA), DOT.

ACTION: Notice of Proposed Rulemaking (NPRM).

SUMMARY: This notice proposes to adopt an airworthiness directive (AD) that would require an inspection of Bell Helicopter Textron, Inc., Model UH-1B series helicopters (modified by Garlick Helicopters, Hawkins & Powers Aviation, Inc., or Wilco Aviation) to assure that unapproved tail rotor hub assemblies are not installed. The proposed AD is needed to prevent operation of the helicopter with unapproved tail rotor hubs which could lead to excessive structural loads resulting in possible loss of the helicopter.

DATE: Comments must be received on or before August 1, 1983.

ADDRESSES: Comments on the proposal may be mailed in duplicate to: Regional Counsel, Attention: Docket No. 83-ASW-21, Southwest Region, Federal Aviation Administration, P.O. Box 1689, Fort Worth, Texas 76101; or delivered in duplicate to: Office of the Regional Counsel, Southwest Region, Room 100, Building 3B, Federal Aviation Administration, 4400 Blue Mound Road, Fort Worth, Texas 76106.

Comments delivered must be marked: Docket No. 83-ASW-21.

Comments may be inspected at Room 100, Building 3B, between 8:30 a.m. and 4 p.m., Monday through Friday.

FOR FURTHER INFORMATION CONTACT: Gary B. Roach, Helicopter Certification Branch, ASW-170, Aircraft Certification Division, Southwest Region, Federal Aviation Administration, P.O. Box 1689, Fort Worth, Texas 76101, Telephone (817) 877-2592.

SUPPLEMENTARY INFORMATION: Interested persons are invited to participate in the making of the proposed rule by submitting such written data, views, or arguments as they may desire. Communications should identify the regulatory docket number and be submitted in duplicate to the address specified above. All communications received on or before the closing date for comments will be considered by the Director before taking action on the proposed rule. The proposal contained in this notice may be changed in light of comments.

Comments are specifically invited on the overall regulatory, economic, environmental, and energy aspects of the proposed rule. All comments submitted will be available, both before and after the closing date for comments, in the Office of Regional Counsel, Federal Aviation Administration, Southwest Region, 4400 Blue Mound Road, Fort Worth, Texas 76106, for examination by interested persons. A report summarizing each FAA-public contact, concerned with the substance of the proposed AD, will be filed in the Rules Docket.

Commenters wishing the FAA to acknowledge receipt of their comments submitted in response to this notice must submit a self-addressed, stamped postcard on which the following statement is made: "Comments to Docket Number 83-ASW-21." The postcard will be date/time stamped and returned to the commenter.

The FAA has determined that the tail rotor hub assembly on certain bell Helicopter Textron Model UH-1B series helicopters modified by Garlick Helicopters, Hawkins & Powers Aviation, Inc., and Wilco Aviation, may have unapproved parts installed that could increase the tail rotor blade angle beyond approved limits. This could result in higher structural loading than has been substantiated for this model, resulting in possible loss of the helicopter. Since this condition is likely to exist on other helicopters of the same type design, the proposed AD would require the removal of the unapproved tail rotor hub assembly and installation of the proper tail rotor hub assembly on Bell Helicopter Textron, Inc., Model UH-1B series helicopters.

List of Subjects in 14 CFR Part 39

Air transportation, Aircraft, Aviation safety, Safety.

The Proposed Amendment

Accordingly, the Federal Aviation Administration proposes to amend § 39.13 of Part 39 of the Federal Aviation Regulations (14 CFR 39.13) by adding the following new airworthiness directive:

Garlick Helicopters, Hawkins & Powers Aviation, Inc., Wilco Aviation (Bell Helicopter Textron, Inc.): Applies to Bell Helicopter Textron, Inc., Model UH-1B helicopters, and modified by Garlick Helicopters, Hawkins & Powers Aviation, Inc., or Wilco Aviation certified in all categories.

Compliance is required within the next 100 hours' time in service after the effective date of this AD unless already accomplished.

To prevent excessive structural loads, accomplish the following:

(a) Inspect the tail rotor hub assembly and identify the part number of the tail rotor hub assembly. (The tail rotor hub assembly part number is located on the yoke assembly.)

(b) If the tail rotor hub assembly, P/N 204-011-801-003, is installed, remove and replace with P/N 204-011-801-005, -009, or -017.

(c) Any equivalent method of compliance with paragraph (b) above of this AD must be approved by the Manager, Aircraft Certification Division, Southwest Region, Federal Aviation Administration.

(d) In accordance with FAR 21.197, flight is permitted to a base where the inspections required by this AD may be accomplished.

(Secs. 313(a), 601, and 603, Federal Aviation Act of 1958, as amended (49 U.S.C. 1354(a), 1421, and 1423); Sec. 6(c), Department of Transportation Act (49 U.S.C. 1655(c)); 14 CFR 11.85)

Note:— The FAA has determined that this proposed regulation includes approximately 11 helicopters at an anticipated total expense of $5,306 per helicopter. Therefore, I certify that this action (1) is not a "major rule" under Executive Order 12291; (2) is not a "significant rule" under DOT Regulatory Policies and Procedures (44 FR 11034; February 26, 1979); (3) does not warrant preparation of a regulatory evaluation as the anticipated impact is so minimal; and (4) if promulgated, will not have a significant economic impact on a sustantial number of small entities under the criteria of the Regulatory Flexibility Act.

Issued in Fort Worth, Tex., on May 17, 1983.

Richard L. Failor,

Acting Director, Southwest Region.

[FR Doc. 83-14694 Filed 6-3-83; 8:45 am]

BILLING CODE 4910-13-M

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14 CFR Parts 121 and 139

[Docket No. 20450; Notice No. 80-10A]

Applicability of Part 139

AGENCY: Federal Aviation Administration (FAA), DOT.

ACTION: Supplemental notice of proposed rulemaking.

SUMMARY: This supplements an FAA notice of proposed rule making which proposed to require airport operating certificates for certain airports serving "commuter" air carriers. After further analysis the FAA concluded that its authority to issue the proposed rule was unclear, and, therefore, requested clarification from Congress. This supplemental notice revises the original proposal to implement a statutory change approved by Congress in response to the FAA's request.

DATES: Comments must be received on or before July 22, 1983.

ADDRESS: Send comments on this proposal in duplicate to: Federal Aviation Administration, Office of the Chief Counsel, Attn: Rules Docket (AGC-204), Docket No. 20450, 800 Independence Avenue, SW., Washington, D.C. 20591; or deliver comments in duplicate to:

FAA Rules Docket, Room 916, 800 Independence Avenue, SW., Washington, D.C. 20591. Comments may be examined in the Rules Docket on

weekdays, except Federal holidays, between 8:30 a.m. and 5:00 p.m.

FOR FURTHER INFORMATION CONTACT: Mr. Jose Roman, Jr., Safety and Compliance Division (AAS-300), Office of Airport Standards, 800 Independence Avenue, SW., Washington, D.C. 20591, Telephone (202) 426-3087.

SUPPLEMENTARY INFORMATION:

Comments Invited

Interested persons are invited to participate in the making of the proposed rule by submitting such written data, views, or arguments as they may desire. Communications should identify the regulatory docket or notice number and be submitted in duplicate to: Federal Aviation Administration, Office of the Chief Counsel, Attention: Rules Docket, AGC-204, 800 Independence Avenue, SW., Washington, D.C. 20591. All communications received on or before July 22, 1983, will be considered by the Administrator before taking action on the proposed rule. The proposal contained in this notice may be changed in light of comments received. All comments submitted will be available, both before and after the closing date for comments, in the Rules Docket for examination by interested persons. A report summarizing each substantive public contact with FAA personnel concerning this rulemaking will be filed in the docket.

Commenters wishing the FAA to acknowledge receipt of their comments submitted in response to this notice must submit with those comments a self-addressed, stamped postcard on which the following statement is made: "Comments to Docket Number 20450." The postcard will be date and time stamped and returned to the commenter.

Availability of NPRM

Any person may obtain a copy of this Supplemental Notice of Proposed Rule Making (SNPRM) by submitting a request to the Federal Aviation Administration, Office of Public Affairs, Attention: Public Information Center, APA-430, 800 Independence Avenue, SW., Washington, D.C. 20591, or by calling (202) 426-3058. Communications must identify the notice number of this SNPRM. Persons interested in being placed on the mailing list for future NPRMs should also request a copy of Advisory Circular No. 11-2 which describes the application procedures.

Background

This notice supplements Notice of Proposed Rule Making No. 80-10 (45 FR 39857, June 21 1980). That notice proposed amending Part 139 of the Federal Aviation Regulations (FAR) (Certification and Operations: Land Airports Serving CAB—Certificated Air Carriers) to require airport operating certificates for certain airports serving "communter" air carriers. Notice 80-10 proposed a definition of "commuter air carrier," which at the time was consistent with that used by the Civil Aeronatics Board (CAB). The CAB definition has since been changed.

Since 1970, section 612 of the Federal Aviation Act of 1958 (FA Act) (49 U.S.C. 1432) has empowered the Administrator to issue airport operating certificates to airports serving certain air carriers and to establish minimum safety standards for the operation of those airports. Prior to the enactment of the Airport and Airway Improvement Act of 1982, this authority was limited to air carriers certificated by the CAB. The FAA implemented section 612 in 1972 by adopting Part 139 of the Federal Aviation Regulations (FAR). Under Part 139 an airport serving an air carrier conducting operations at that airport under the authority of a certificate of public convenience and necessity (CPCN) issued by the CAB is required to hold an airport operating certificate if any of those air carrier operations at the airport are conducted in large aircraft (more than 12,500 pounds maximum certificated takeoff weight). If all of the CPCN operations at the airport are unscheduled large aircraft operations or scheduled small aircraft operations the airport operator is required to hold a limited airport operating certificate.

When Part 139 was adopted, the routes on which air carriers holding CPCN's could operate were strictly controlled by the CAB. With the implementation of the Airline Deregulation Act of 1978 (Pub. L. 95-504, 92 Stat. 1705) and the relaxation of the CAB policies and regulations, route structures became more flexible, numerous scheduled air carriers not holding CPCN's ("commuters") began conducting operations similar to those that were previously conducted only by CPCN holders, and CPCN holders also began serving airports not included in former routes.

The FAA became concerned that Part 139 did not require many airports used by these "commuter" air carriers to be certificated. For example, a "commuter" air carrier to be certificated. For example, a "commuter" air carrier providing service between two points that are also being served by a CPCN holder could use uncertificated airports as intermediate stops. However, members of the traveling public, using the "commuter" air carrier service instead of CPCN air carrier service, are likely to assume that the same level of service and safety will be provided at all airports. In some limited cases, the "commuter" air carrier and the CPCN air carrier operate the same type aircraft. This concern has increased since the CAB authority to regulate the routes air carriers operate expired January 1, 1982, in accordance with the provisions of the Deregulation Act

Under current CAB regulations, CPCN certificates only apply to operations conducted by air carriers in aircraft having a maximum passenger seating capacity of more then 60 passengers or a maximum payload of more than 18,000 pounds.

Since current Part 139 is applicable to an airport only if it serves an air carrier conducting operations into the airport under a CPCN, airports serving only air carriers operating aircraft with less than 61 passenger seats are not required by Part 139 to be certificated. Nevertheless, § 121.590 provides that air carrier operations conducted under the rules of Part 121 may operate only into Part 139 certificated airports. Therefore, air carriers utilizing aircraft with a seating capacity of more than 30, but less than 61, passengers are required to operate into certificated airports under the rules of Part 121, but the airports into which they operate are not required by Part 139 to hold a certificate. Thus, airports serving air carriers operating under the rules of Part 121 using only aircraft with a seating capacity of more than 30 passengers and less than 61 passengers remain under Part 139 only if they voluntarily elect to do so in order to keep this service. This has resulted in much confusion on the part of airport operators and air carriers as to which air carriers can operate into which airports.

Notice 80-10 was published as part of the FAA implementation of the Airline Deregulation Act of 1978. It was intended to eliminate the confusion that existed with respect to airport certification as well as to ensure that passengers traveling on "commuter" air carriers will be afforded a level of safety equivalent, to the extent feasible, to that provided passengers of air carriers holding certificates of public convenience and necessity (CPCN). After further analysis and review in light of comments received to Notice 80-10, the FAA concluded that rulemaking should not proceed until the statutory basis for the proposed rule was clarified. For this reason the FAA suspended action on the Notice, and on January 22, 1981, published in the **Federal Register** (46 FR 6975) a copy of

its letter to Congress requesting clarification of its authority to regulate airports under section 612 of the FA Act. On September 3, 1982, the Airport and Airway Improvement Act of 1982 (Pub. L. 97-248) was enacted, in part amending sections 610 and 612 of the FA Act. Section 612(a), as amended by Pub. L. 97-248, empowers the Administrator to issue airport operating certificates to, and establish minimum safety standards for the operation of, airports that serve any scheduled or unscheduled passenger operation of air carrier aircraft designed for more than 30 passenger seats. Section 612(b), as amended, provides that any person desiring to operate an airport which is described in section 612(a) and is required by the Administrator, by rule, to be certificated, may file an application for certification with the Administrator. Section 612(a)(8) was amended to make it unlawful for any person to operate an airport without an airport operating certificate required by the Administrator pursuant to section 612, or in violation of the terms of that certificate.

To implement the authority provided in Pub. L. 97-248, and to simplify and clarify the language in Parts 121 and 139, this notice proposes to revise Notice 80-10.

Supplemental Proposal

It is proposed that Part 139 require airports to be certificated only if they serve any scheduled or unscheduled operation of an air carrier that is conducted with an aircraft having a seating capacity of more than 30 passengers. It also is proposed to revise the requirement in Part 121 that air carriers use only certificated airports.

Part 139

Notice 80-10 proposed to extend the applicability of Part 139 to airports serving commuter air carriers with a certain frequency of scheduled operations. It is now proposed that Part 139 be amended to apply to airports serving any scheduled or unscheduled air carrier operations of aircraft having a seating capacity of more than 30 passengers. The references to "CAB-certificated air carriers" in Part 139 would be deleted.

The more-than-30-seat limit is consistent with limited authority granted by Congress and with the general division now existing in the FAR between air carriers operating under the rules of Part 121 and those operating under Part 135.

While Pub. L. 97-248 speaks to "aircraft *designed for* more than 30 passenger seats" (emphasis added), the proposed amendment would limit Part 139 applicability to airports serving air carrier aircraft having a *seating capacity* of more than 30 passengers. This would exclude from the certification requirement airports serving aircraft designed to carry more than 30 passenger seats, but with 30 or fewer passenger seats actually installed in the aircraft. As noted above, section 612 of the FA Act as amended provides the Administrator with discretion to determine the appropriate criteria for certification of airports. The FAA believes that the requirement that airports must obtain and maintain certificates should be keyed to the number of passenger seats installed, rather than the number of passenger seats for which the aircraft is designed. This would place the burden of certification on airports only when there is the potential for the safety or more than 30 passengers to be protected, and place no direct burden on the airports when only cargo air carrier operations were served.

Notice 80-10 further proposed to amend the firefighting and rescue equipment requirements for airports with limited certificates. Many comments were received supporting and opposing these proposals, and suggesting changes. The economic impact of the proposed amendments was the subject of many comments. In addition, the FAA has recently received the report on a study conducted by H. H. Aerospace Design Co., Inc., and has solicited comments from the public concerning its findings. The study provides a cost/benefit analysis of current firefighting and rescue equipment requirements and offers alternatives. The FAA is now reviewing the study and the public comments to determine what, if any, changes are appropriate. Therefore, no changes in the firefighting and rescue equipment requirements are being proposed in this notice.

Section 139.12a(a) currently provides, in part, that airports serving CPCN holders using only small aircraft are required to obtain a limited airport operating certificate. Small aircraft, as defined in Part 1 of the FAR, are aircraft of 12,500 pounds or less, maximum certificated takeoff weight. These aircraft have about 20 or fewer seats. Under the proposed amendments to Part 139, no airport would be required to be certificated if it served only air carriers using aircraft with 30 or fewer passenger seats. This would render the reference to small aircraft in section 139.12a(a) meaningless. It is therefore proposed that the reference be deleted.

Part 121

Section 121.590(a) currently provides in part that no domestic, flag or supplemental air carrier, or air carrier certificated under Part 127, may operate an aircraft of any passenger capacity or payload into a land airport in the United States unless the airport has been certificated under Part 139. This includes operations with small airplanes which, as explained previously, have about 20 seats or fewer. Small air carrier aircraft of Part 121 certificate holders are required by § 121.9 to be operated under the rules of Part 135, which has no requirement that aircraft be operated into certificated airports. In order to maintain a consistent policy regarding this size of aircraft, it is proposed to remove the requirement from § 121.590(b) that small aircraft operated by Part 121 air carriers use only certificated airports.

While Part 139 is proposed to be keyed only to passenger seating capacity, § 121.590 would continue to require aircraft with a maximum payload capacity of over 7,500 pounds, that is, any cargo operations under Part 121, to operate only into certificated airports. Thus, while the airport operator would not have to refer to the payload capacity of aircraft to determine whether certification is necessary, air carriers would continue to be required to conduct operations under Part 121 only into certificated airports. The FAA in appropriate cases would authorize a deviation from § 121.590 if (1) the air carrier shows it needs to operate an aircraft with a maximum payload capacity over 7,500 pounds, but with a seating capacity of 30 or fewer passengers, into an uncertificated airport because of unique circumstances, and (2) the FAA determines any conditions necessary for safe operations by that air carrier into the specified airport.

Under this scheme, air carriers operating under Part 121 would continue to be held to the highest standard of safety, in that they would in general only use certificated airports. When the aircraft being used does not have a seating capacity of more than 30 passengers (but has a maximum payload capacity of over 7,500 pounds), however, the FAA would have the flexibility to determine that, with any special conditions found necessary for safety, the air carrier could operate into a particular uncertificated airport. It is anticipated that under the proposed rule there would be very few Part 121 operations into uncertificated airports. By placing no direct burden on the

operators of the airports involved, this proposal appears to provide the least amount of regulation consistent with safety and the efficient administration of the program. As experience is gained with the proposed amendments to Part 139, if adopted, the FAA would determine whether § 121.590 should be amended to require air carriers to use certificated airports based only on passenger seating capacity.

Section 121.590 by its terms applies to domestic, flag and supplemental air carriers, and air carriers certificated under Part 127, conducting operations under Part 121. Consistent with nomenclature changes made by Special Federal Aviation Regulation 38, it is proposed to remove reference to specific air carriers from the heading and body of § 121.590, and refer only to air carriers operating under that part.

Regulatory Evaluation

A review of available data indicates that under the proposed amendments to Part 139, a number of airports would no longer be required by Part 139 to hold certificates. It is anticipated that many of these airports would choose to retain their Part 139 certificates for safety purposes or in order to continue to be available for service to unscheduled passenger or cargo operations of air carriers operating under Part 121. The FAA has been unable to determine the number of these airports which would choose to retain their Part 139 certificates, and therefore is unable to accurately determine the potential economic relief involved.

In addition, any air carrier operating under Part 121 would incur minor costs if it wanted to use an airport which has dropped its Part 139 certificate, associated with either obtaining a deviation so that the airport can be used, or with landing at a different airport and transporting the cargo from there.

Available data also indicates that there are only minor costs to a few airports which would become certificated because of the proposed amendment.

In order to more accurately assess the potential economic impact of the proposed amendment, comments providing the following information are requested:

1. The number and location identifiers of airports which currently hold Part 139 certificates which would elect to drop their certificate if the proposed amendments were adopted.

2. The number and names of air carriers operating under Part 121 which would wish to operate into the airports described in 1. above, the frequency and type of aircraft which the air carriers would use into those airports, and the location identifiers of, and distance to, the nearest certificated airport.

3. The number and names of air carriers operating under Part 121 which serve the airports at Palacios, Texas; Rockport, Texas; Sherman/Dennison, Texas; and Houma/Terrebone, Louisiana, on a scheduled or unscheduled basis; the frequency and type of aircraft used into those airports, the profits from service to those airports which would be lost if they could no longer be used; airports to which service could be diverted; and typical cargo and passenger loads on flight into those airports.

List of Subjects

14 CFR Part 121

Aviation safety, Safety, Air carriers, Aircraft, Airplanes, Airports.

14 CFR Part 139

Air safety, Safety, Aviation safety, Air carriers, Aircraft, Airports, Airplanes.

The Proposed Amendment

Accordingly, the Federal Aviation Administration proposes to amend Parts 121 and 139 of the Federal Aviation Regulations (14 CFR Parts 121 and 139) as follows:

PART 121—CERTIFICATION AND OPERATIONS: DOMESTIC, FLAG, AND SUPPLEMENTAL AIR CARRIERS AND COMMERCIAL OPERATORS OF LARGE AIRCRAFT

1. By revising § 121.590 to read as follows:

§ 121.590 Use of certificated land airports.

(a) Unless otherwise authorized by the Administrator, no air carrier and no pilot being used by an air carrier may, in the conduct of operations governed by this part, operate an aircraft into a land airport in any State of the United States, the District of Columbia, or any territory or possession of the United States, unless that airport is certificated under Part 139 of this chapter. However, an air carrier may designate and use as required alternate airport for departure or destination an airport that is not certificated under Part 139 of this chapter.

(b) Notwithstanding § 121.13 (a) and (b), the provisions of this section apply to air carriers specified herein when conducting operations with helicopters.

PART 139—CERTIFICATION AND OPERATIONS: LAND AIRPORTS SERVING CERTAIN AIR CARRIERS

2. By revising the title of Part 139 to read as set forth above.

3. By revising § 139.1(a), the introductory phrase of §§ 139.1(b), and 139.1(b)(2) to read as follows:

§ 139.1 Applicability.

(a) This part describes rules governing the certification and operation of land airports which serve any scheduled or unscheduled passenger operation of an air carrier that is conducted with an aircraft having a seating capacity of more than 30 passengers.

(b) The following are definitions of terms used in this part:

* * * * *

(2) "Air Carrier User" means an air carrier while operating an aircraft having a seating capacity of more than 30 passengers.

* * * * *

§ 139.3 [Amended]

4. By removing the words "CAB-certificated air carrier operating aircraft into that airport" in § 139.3 and inserting, in their place, the words "scheduled or unscheduled passenger operation of an air carrier with an aircraft having a seating capacity of more than 30 passengers".

§ 139.12a [Amended]

5. By removing the words "CAB-certificated" in section 139.12a(a).

6. By removing the words "or operations with small aircraft" in section 139.12a(a).

(Secs. 313(a) and 612 of the Federal Aviation Act of 1958 (49 U.S.C. 1354(a) and 1432); Sec. 6(c) of the Department of Transportation Act (49 U.S.C. 1655(c)))

Note.—The proposed amendment, if adopted, would permit a number of airports now certificated under Part 139 to drop their certificates, resulting in minor economic benefits to those airports which would choose to do so, and minor costs to those air carriers who would wish to operate into the airports which drop their certificates. In addition, the proposed amendment, if adopted, would require a few airports which are not now certificated to obtain airport operating certificates with minor costs involved as to these airports. For these reasons, the FAA has determined that this document involves a proposed regulation that is not a major regulation under Executive Order 12291 and is not significant under the Department of Transportation Regulatory Policies and Procedures (44 FR 11034; February 26, 1979). The FAA has determined that a relatively small number of small entities would receive an economic benefit or cost under the proposed rule, and that these benefits or costs would be minor. It is

therefore, certified that under the criteria of the Regulatory Flexibility Act the proposed rule, if adopted, will not have a significant economic impact on a substantial number of small entities. A draft regulatory evaluation has been prepared and placed in the regulatory docket. A copy may be obtained by contacting the person listed under "**FOR FURTHER INFORMATION CONTACT.**"

Issued in Washington, D.C., on May 11, 1983.

Leonard E. Mudd,

Director, Office of Airport Standards.

[FR Doc. 83-14877 Filed 6-3-83; 8:45 am]

BILLING CODE 4910-13-M

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14 CFR Part 159

[Docket No. 23655; Notice 83-5]

Carpools on Dulles Access Highway

AGENCY: Federal Aviation Administration (FAA), DOT.

ACTION: Notice of Proposed Rulemaking (NPRM).

SUMMARY: This notice requests comments on a proposal to amend the Federal Aviation Regulations to allow carpools with two or more persons to use the Dulles Airport Access Highway during peak commuter hours. Use of the highway is presently restricted to airport users with certain exceptions including an exception for 4-person carpools. The amendment would allow 2-person carpools to operate until January 1, 1985.

DATE: Comments must be received on or before July 22, 1983.

ADDRESS: Comments may be mailed in duplicate to: Federal Aviation Administration, Office of the Chief Counsel, Attention: Rules Docket (AGC-204), Docket No. 23655, 800 Independence Avenue, SW, Washington, DC 20591

or delivered in duplicate to: Room 915 G, 800 Independence Avenue, SW., Washington, DC. 20591.

Comments must be marked: Docket No. 23655.

Comments may be inspected in Room 915 G weekdays between 8:30 a.m. and 5:00 p.m.

FOR FURTHER INFORMATION CONTACT: Edward Faggen, Legal Counsel, AMA-7, Hangar 9, Washington National Airport, Washington, D.C. 20001, Telephone: (703) 557-8123.

SUPPLEMENTARY INFORMATION:

Comments Invited

Interested persons are invite to participate in the making of the proposed rule by submitting such written data, views, or arguments as they may desire. Comments relating to the environmental, energy, or economic impacts that might result from adoption of the proposals contained in this notice are invited. Communications should identify the regulatory docket or notice number and be submitted in duplicate to the address above. All communications received on or before the closing date for comments will be considered by the Administrator before taking action on the proposed rule. The proposals contained in this notice may be changed in light of comments received. All comments submitted will be available, both before and after the closing date for comments, in the Rules Docket for examination by interested persons. A report summarizing substantive public contacts with FAA personnel concerned with the rulemaking will be filed in the docket. Commenters wishing to have the FAA acknowledge receipt of their comments submitted in response to this notice must submit with those comments a self-addressed, stamped postcard on which the following statement is made: "Comments to Docket Number 23655." The postcard will be dated, time-stamped, and returned to the commenter.

Availability of NPRM

Any persons may obtain a copy of this NPRM by submitting a request to the Federal Aviation Administration, Office of Public Affairs, Attention: Public Information Center, APA-430, 800 Independence Avenue, S.W., Washington, D.C. 20591, or by calling (202) 426-8058. A copy may be obtained from the Public Affairs Office at Washington National Airport, Hangar 9 or by calling David Hess at (703) 557-1155. Communications must identify the docket number of this NPRM. Persons interested in being placed on a mailing list for future NPRM's should also request a copy of Advisory Circular 11-2, Notice of Proposed Rulemaking Distribution System, which describes the application procedures.

Background: Use of the Access Highway

The Dulles International Airport Access Highway (Access Highway) is owned by the United States and operated by the Department of Transportation (DOT), Federal Aviation Administration (FAA). The Administrator of the FAA, in accordance with a delegation of authority from the Secretary of Transportation, has the responsibility for the care, operation, maintenance, improvement and protection of Dulles Airport, including the Access Highway and the Administrator has the authority to make and amend regulations in order to carry out this responsibility.

The Access Highway was built to provide rapid ground access from Wahington, D.C., to the airport which is located near Chantilly, Virginia, 26 miles from the downtown metropolitan center. The Access Highway was built in 1962 to accommodate airport traffic. It was decided that the best way to achieve this was to keep the airport traffic separate from commuter and local traffic. Since it as been open the Access Highway has been restricted to airport related business; there are only two restricted entrances, other than at the airport itself, for vehicles traveling eastbound away from the airport. Similarly, with limited exceptions, the only westbound exit is at Dulles Airport.

FAA regulations have permitted certain non-airport uses by emergency vehicles, vehicles bound to or from the Wolf Trap Farm Park for the Performing Arts, buses being operated in common carriage, and Fairfax County school buses. Since April, 1980, vehicles occupied by four or more persons have been permitted to use the Access Highway via ramps at Reston Avenue and Trap Road during the morning and afternoon peak commuter periods. Carpools are also permitted to enter the highway at Route 28 to travel to the airport to turn around and use the highway eastbound. The reverse movement is allowed for carpools exiting at Route 28.

It is the FAA's intention that all non-airport uses of the Access Highway (other than emergencies) will cease when the high capacity, parallel roadways are completed. The Commonwealth of Virginia is presently constructing the parallel lanes known as the Dulles Toll Road. The new highway is scheduled to open late in 1984.

In addition to the authorized uses of the Access Highway there are numerous unathorized users who enter the highway, proceed west to the airport only for the purpose of making a U-turn, and then proceed back eastbound. This maneuver is known as "backtracking." It enables commuters to avoid congested alternate routes and results in some real or perceived time savings for commuters, its circuitous nature notwithstanding. The practice is widespread. A detailed study in 1981 indicated that 6,400 cars entered Dulles Airport each day solely to reverse their direction. Recent FAA police studies indicate that the number of daily backtrackers has increased to approximately 8,000. The practice has resulted in considerable congestion on the airport roadways, particularly on the portion of the Access Highway between Route 28 and Dulles terminal.

The I-66 Connection

The Access Highway extends from the terminal roadway at Dulles eastward to I-495 and Virginia Route 123. FAA is currently constructing an extension to the Access Highway from its present terminus at Route 123 to join I-66 near West Falls Church. When the extension is completed and open to traffic in September, 1983, air travelers driving between Dulles and downtown Washigton will have the use of a free flowing highway for the entire length of the trip. This will produce a 10–5 minute savings compared to present routing and should be significant benefit to Dulles Airport travelers.

Since its opening in December, 1982, traffic on I-66 between I-495 and the Theodore Roosevelt Bridge over the Potomac River has been restricted to high occupancy vehicles with 4 or more persons (HOV–4) during morning and afternoon peak commuter hours in the peak directions. The restrictions on I-66 were developed during environmental studies and were incorporated into the January 5, 1977 decision by Secretary of Transportation Coleman after extensive controversy over the environmental impact of I-66. The HOV–4 restrictions are enforced by State and local police.

When the Access Highway extension to I-66 is completed, airport traffic will be commingled with I-66 tafffic. During peak hours, airport traffic will be exempt from the HOV–4 restrictions as set forth by Secretary Coleman's decision. The extension, however, would also enable unauthorized backtrackers to gain access to I-66 in violation of the HOV–4 restrictions. From the time of the I-66 decision in 1977, it was recognized that when the connection of the Access Highway to I-66 was completed in 1983, backtrackers would be excluded from the Access Highway. FAA, therefore, must now take effective enforcement action to eliminate backtracking to ensure that only airport related traffic and HOV–4 vehicles will enter I-66 by way of the Access Highway.

Description of Proposed Action

FAA is now proposing to reduce the carpool requirement on the Access Highway (between the Airport and Route 123) from 4 or more persons to 2 or more persons per vehicle until January 1, 1985. The intent of the liberalized carpool exception to the airport only policy is to allow more commuters to gain lawful access to the Access Highway at the ramps now used by 4 person carpools thereby easing the impact of the enforcement action against backtracking. They will not have to travel many miles to the Airport and back. Commuters will have an alternative to congested routes and an alternative to continued backtracking and risk of prosecution. FAA is cognizant to the problems of commuters in Western Fairfax and Loudoun Counties and we believe that the toll road will provide an adequate commuter thoroughfare. Until that road is open, FAA is proposing that these non-airport related carpool uses of the Access Highway be broadened.

If adopted, 2- and 3-person carpools with a pass would be allowed access and egress via the same ramps that the 4-person carpools currently use. The hours of operation of the ramps would not be changed. The Reston Avenue ramps would be open to eastbound and westbound traffic from 6:00 a.m. to 9:00 a.m. and from 3:30 p.m. to 7:00 p.m. The Trap Road ramps would be open to estbound traffic from 6:00 a.m. to 9:00 a.m. and to westbound traffic from 4:00 p.m. to 7:00 p.m. Carpools would not be given access to the highway via the ramps at Route 657 (Centerville Road) and Route 674 (Hunter Mill Road). These ramps allow entry onto the Access Highway in the direction of the airport and do not facilitate eastbound traffic. Vehicles that might otherwise enter the highway at these locations should enter at Reston Avenue or Trap Road which can accommodate traffic to and from the east. In addition, authorized carpools will be permitted to enter the Access Highway westbound from Route 28 and turn around on the airport. Single occupant vehicles, however, and vehicles with 2 and 3 persons without a pass, will not be allowed to enter the airport for the purpose of making a U-turn, or otherwise turning around. They would be in violation of the regulations prohibiting backtracking and subject to prosecution for a traffic violation.

The 2- and 3-person carpools would have to be clearly identified by a pass because, although the proposal would allow 2- and 3-person carpools onto the Access Highway, these carpools would remain restricted from using I–66 during the peak hours in the peak direction. Vehicles with fewer than 4 persons that are not on airport related business would have to continue to use routes other than I–66. Two- and 3-person carpools would have to exit the Access Highway eastbound at I–495 and Route 123. Therefore, it would be necessary to identify 2- and 3-person carpools with a pass that visibly distinguishes these vehicles from airport related low occupant vehicles that are allowed to proceed on to I–66. The carpool vehicles so distinguished (by a bumper sticker or marking) would be permitted to pass on to the Access Highway, but if the vehicle proceeds on to I–66 those same markings would signify to law enforcement personnel that the vehicle is not on airport related business and therefore is in violation of the I–66 HOV–4 restrictions.

In the afternoon restricted hours on I–66, low occupancy vehicles with a distinguishing pass would have to enter the Access Highway westbound from Route 123 or I–495. These vehicles so marked would not be allowed on I–66 during the restricted hours. The pass would signify that the occupants of the vehicle are not on airport related business. Low occupancy vehicles without a distinguishing pass headed in a westerly direction in the afternoon restricted hours would not be prevented from using I–66 to proceed toward the airport. However, once on the Access Highway these vehicles without a pass would not be permitted to exit from the Access Highway at ramps for authorized carpools nor would they be permitted to turn around at the airport.

Thus, only legitimate airport traffic would be permitted to use I–66 in low occupancy vehicles, and even legitimate airport traffic would not be permitted to use I–66 in a low occupancy vehicle with a distinguishing pass. Otherwise there would be no means of differentiating between the legitimate airport traffic and commuter traffic not exempt from the HOV–4 restrictions on I–66.

Vehicles with four or more persons would continue to have access to I–66 and the Access Highway as they do today.

FAA views this proposal as an effort to accommodate the commuters in western Fairfax and Loudoun Counties while preserving the Access Highway and I–66 for their intended purposes. In view of the Commonwealth of Virginia's commitment to build the Dulles Toll road, it should be possible to ease the restrictions on the Access Highway to benefit the commuters to and from both counties until that roadway is open.

To some persons it may appear that FAA has the alternative of not enforcing the regulation against backtracking even after the connection to I–66 is complete. While perhaps the easiest administrative solution for FAA and the most agreeable to commuters, this would also be inconsistent with the Department of Transportation's conditions for the construction of I–66. It would add several thousand vehicles to I–66 during the peak hours that do not conform to the HOV–4 restrictions. It is therefore not a viable alternative.

An alternative that is viable is to maintain the carpool restriction on the Access Highway at HOV-4 and to eliminate all backtracking when the connection to I-66 is completed. This would also be administratively easier than the proposal to implement. It would, however, impact upon commuters and would add to the congestion on already crowded arteries such as Route-50 and Route-7. Therefore, the proposed rule is FAA's preferred approach because it eases the burden on commuters and preserves the I-66 compromise. FAA hopes that the Fairfax and Loudon County governments and northern Virginia commuters will view this proposal as it was intended by FAA and lend it support.

As FAA stated at the time the 4-person carpool regulation was adopted for the Access Highway, a strong commitment to enforcement is essential to its success. At that time, FAA's position was that enforcement is primarily a local government responsibility inasmuch as local citizens, businesses, and employees derive the benefit from the carpool regulations. FAA sought and received the excellent cooperation of the Commonwealth of Virginia for enforcement. State and local authorities have stationed attendants at the gates and have policed the ramps. As with the 4-person carpool, FAA believes that the enforcement matters and administrative matters associated with the 2-person carpool should be the responsibility of State and local authorities. In particular, although the pass will be FAA approved for standardization, the printing and distribution of the passes for 2-person carpools ought to be administered by local authorities.

If, however, there are excessive violations of the regulations by vehicles without passes and if unauthorized backtracking cannot be brought under control, FAA would have to reconsider the carpool program. Furthermore, if it proves to be administratively infeasible or if the program jeopardizes the I-66 restrictions FAA may limit carpools to 3 or more persons in order to limit the number of cars gaining access to the roadway. Finally, in FAA's judgment, if the program is jeopardizing the primary role of the Dulles Access Highway as a free flowing airport access way, the FAA would have to place more restrictions on carpool use.

Environmental Assessment

FAA, in conjunction with the Federal Highway Administration, has prepared an environmental assessment of the proposed amendment to the carpool regulation. In 1980 FAA prepared a detailed assessment of opening the Access Highway to 4-person carpools. At that time, FAA concluded that that proposal would not have significant primary or secondary impacts upon the environment. The updated assessment on the present proposal also reveals no significant impact. The principal impacts relate to traffic flow and are secondary. Under this proposal vehicles that currently backtrack to I-495 or Route 123 will use the Access Highway legally as a carpool to gain access to the same highways. If the proposal is adopted, overall traffic on the Access Highway would decrease. Even though some vehicles now using the alternate routes will shift to the Access Highway. While recordering the flow of traffic somewhat in Fairfax and Loudoun Counties, the 2-person carpool is not likely to affect the volume or type of traffic passing through Arlington County, Virginia or other communities between the District of Columbia and Dulles Airport. There will be no significant increase in noise or air pollution from the amendment.

The principal alternative of keeping the Access Highway restricted to 4-person carpools (no change) would, when backtrackers are eliminated, cause the majority of backtracking vehicles to use the alternate routes.

The other alternatives are to not enforce the restrictions on backtracking or to open the Access Highway completely without restriction pending the opening of the parallel lanes. These approaches would attract a significant number of vehicles from alternate routes particularly when the connection to I-66 is open. The cars backtracking daily will increase over the thousands of vehicles backtracking today. This would pose potentially insurmountable problems for those attempting to distinguish legitimate airport users from unauthorized low occupancy vehicles on I-66 after the extension of the Access Highway is complete. A complete opening would also be inconsistent with the purpose for which the Dulles Access Highway was built, i.e., to assure rapid access to Dulles Airport for airport patrons.

The assessment is available for review and comment at the public docket at 800 Independence Avenue, SW., Room 916, at the Dulles Airport Manager's Office, and at Washington National Airport, Office of the Director, (Hangar 9). A copy may be obtained by writing to: Mr. Henry L. Mahns, Engineering Division, West Lab Building, AMA-32, Washington National Airport, Washington, D.C. 20001.

List of Subjects in 14 CFR Part 159

Airports, Access Highway, Carpools.

Proposed Amendment

FAA proposes to amend the Federal Aviation Regulations to permit carpools of two or more persons to have access to the Dulles Airport Access Highway until January 1, 1985. If, as a result of the comment period the FAA is, in its judgment, presented with good and sufficient reason not to amend the regulations, or to alter the proposal, FAA may withdraw or otherwise modify this proposal.

Comment Period: A comment period of 45 days will be provided. The Dulles Access Highway extension will be open on or about September 30, 1983. A comment period of 45 days will enable FAA to receive meaningful comments in a time frame that will allow an FAA decision prior to the opening of the extension and prior to stepped up enforcement of the regulation against backtrackers.

PART 159—NATIONAL CAPITAL AIRPORTS

§ 159.35 [Amended]

Accordingly, it is proposed to amend § 159.35(b)(3) of Part 159 of the Federal Aviation Regulations [14 CFR 159.35(b)(3)] to read as folows:

* * * * *

(b) *Exceptions.* Any person may enter upon and travel over the Access Highway in the following vehicles:

* * * * *

(3) Until January 1, 1985.

(i) a vehicle occupied by 4 or more persons, or

(ii) a vehicle occupied by 2 or 3 persons displying a pass that bears an FAA approval affixed to the vehicle front and rear bumpers,

(iii) a vehicle described in (i) or (ii) shall be an "authorized carpool" and the diver of such a vehicle shall operate the vehicle in compliance with the requirements of road signs pertaining to the Access Highway erected or posted upon the Access Highway or the approaches thereto.

(Secs. 3 and 4, Second Washington Airport Act, 64 Stat. 770; sec 313 of the Federal Aviation act of 1958, as amended (49 U.S.C. 1359); sec. 6, Department of Transportation Act (49 U.S.C. 1655)).

Note.—It is certified under the criteria of the Regulatory Flexibility Act that this proposed rule, if promulgated, will not have a significant economic impact on a substantial number of small entities. Only a few small entities (businesses) are affected and the cost of implementation and compliance is deemed minimal. FAA has therefore determined that

the proposed regulation is not major under Executive Order 12291 or significant under DOT Regulatory Policies and Procedures (44 FR 11034, February 26, 1979). A detailed economic evaluation is not required because the economic impact of the proposal is judged to be minimal.

Issued in Washington, D.C., on April 29, 1983.

James A. Wilding,

Director, Metropolitan Washington Airports

[FR Doc. 83-14876 Filed 6-3-83; 8:45 am]

BILLING CODE 4910-13-M

FEDERAL TRADE COMMISSION

16 CFR Part 457

Standards and Certification

AGENCY: Federal Trade Commission.

ACTION: Publication of Presiding Officer's Report and Invitation for Comment.

SUMMARY: Federal Trade Commission's Presiding Officer has released to the public the Presiding Officer's Report in the rulemaking proceeding on Standards and Certification. The report contains a recommended decision based upon the Presiding Officer's findings and conclusions as to all relevant and material evidence, taking into account the Final Staff Report. Interested persons and the public are invited to submit written comment on both the Final Staff Report of April 8, 1983, and the Presiding Officer's Report, and other matters described in this notice. The Commission has not reviewed or adopted the Presiding Officer's Report. The Commission's final determination in this matter will be based upon the entire rulemaking record, including comments received in response to this notice.

DATE: Written comment will be received for a period of 90 days following publication of this notice or until September 6, 1983. Rebuttal comments on new material presented during this post record comment period will be accepted for 45 days commencing on September 7, 1983, and ending October 21, 1983.

Both post record comments and rebuttal comments should be submitted on 8½ by 11 inch paper, and those in excess of four pages in length should be accompanied by three copies.

ADDRESSES: Copies of the Presiding Officer's Report and of the Final Staff Report are available at the Public Reference Branch, Room 130, Federal Trade Commission, 6th Street and Pennsylvania Avenue, N.W., Washington, D.C. 20580. Telephone: 202-523-3598.

FOR FURTHER INFORMATION CONTACT: Henry B. Cabell, Presiding Officer, Federal Trade Commission, 6th Street and Pennsylvania Avenue, N.W., Washington, D.C. 20580. Telephone: 202-724-1045.

SUPPLEMENTARY INFORMATION: The Presiding Officer's Report in the Standards and Certification rulemaking proceeding has been placed on the rulemaking record (Public Record No. 215-61). During the post record comment period which will end on September 6, 1983, the public, including persons interested in this proceeding, is invited to submit comments on this report and upon the Final Staff Report of April 8, 1983.

Such comments should be confined to: (1) Information already in the rulemaking record; (2) Information on the impact of Office of Management and Budget (OMB) Circular A-119, "Federal Participation in the Development and Use of Voluntary Standards," 45 FR 4326, January 21, 1980, and revised and superseded by OMB Circular A-119, published in 47 FR 49496, November 1, 1982; (3) Issues relevant to this rulemaking proceeding, including those raised in the Conference Report to accompany H.R. Rep. 2313, Federal Trade Commission Improvements Act of 1980, H.R. Rep. No. 96-917, 96th Cong., 2d Sess. (1980) at pgs. 29-30 (These issues include the advisability of issuing voluntary rules and guidelines in the area of standards and certification as an alternative to a trade regulation rule, and whether or not Commission action is necessary in the light of the activities of other interested Federal agencies in the interest of avoiding inconsistent or duplicative activity); and (4) current information relating solely to the nature and effectiveness of any changes standard developers and certifiers have made in their procedures for processing and disposing of complaints (including complaints made before January 15, 1980) since the rulemaking record closed on January 15, 1980. Information as to the number of complaints received since that date and how they were handled will also be relevant. The information on any changes in complaint handling procedures is intended to be responsive to the views expressed by the Commission Staff, in its final report at pages 360-65, that the decision of the Supreme Court in *American Society of Mechanical Engineers* v. *Hydrolevel Corp.*, — U.S. —, 102 S.Ct. 1935 (1982), and other factors or events subsequent to January 15, 1980, may have prompted standard developers to institute changes in their procedures to insure that their standards actions have not or will not result in an unreasonable restraint of trade, thereby reducing or obviating the need for a trade regulation rule.

The inclusion in comments of further evidence or factual material not germane to the subjects listed in (2), (3), and (4) of the previous paragraph, or in further support or rebuttal of testimony or other information previously included in the rulemaking record would be neither helpful nor relevant to the central issue of whether or not standard developers and certifiers have changed and improved their complaint handling procedures. Accordingly, the inclusion of such irrelevant material in a post record comment may result in rejection of the comment as a whole.

Immediately following the close of the post record comment period on September 6, 1983, the record will remain open for a period of 45 days for the receipt of rebuttal comment to new information or evidence presented during the post record comment period. The period for the submission of such rebuttal comment will end on October 21, 1983.

The Commission has not yet reviewed the rulemaking record in this proceeding or determined whether or not to promulgate a rule. Any decision by the Commission in this matter will be based solely upon the contents of the rulemaking record, including the material submitted in response to this notice. Publication of the Presiding Officer's Report should not be interpreted as representing the views of the Commission or of any individual Commissioner.

List of Subjects in 16 CFR Part 475

Trade practices, Product standards.

Issued: June 6, 1983.

Henry B. Cabell,

Presiding Officer.

[FR Doc. 83-14997 Filed 6-3-83; 8:45 am]

BILLING CODE 6750-01-M

COMMODITY FUTURES TRADING COMMISSION

17 CFR Part 12

Proposed Rules Relating to Reparation Proceedings

AGENCY: Commodity Futures Trading Commission.

ACTION: Notice of availability of proposed rules.

SUMMARY: On January 11, 1983, Section 14(b) of the Commodity Exchange Act, 7 U.S.C. 18(b) was amended, effective May 11, 1983, to authorize the

Commodity Futures Trading Commission to "promulgate such rules, regulations and orders as it deems necessary or appropriate for the efficient administration of this section." The Commission is making available to the public, by request to the Office of the Secretariat, 2033 K Street, N.W., Washington, D.C. 20581, proposed rules which would effectuate major changes in its existing procedure to simplify the reparation rules and streamline the entire reparations process. The Commission invites comment on the rules as proposed and suggestions for any other changes that would improve and expedite the reparations procedure.

DATE: Comments and suggestions must be received on or before July 21, 1983.

ADDRESS: Interested persons should submit their comments and suggestions to Jane K. Stuckey, Secretary, Commodity Futures Trading Commission, 2033 K Street, NW., Washington, D.C. 20581, Attention of the Secretariat. Telephone: (202) 254-6314.

FOR FURTHER INFORMATION CONTACT: Kenneth M. Raisler, Acting General Counsel, or Edward S. Geldermann, Attorney, Office of General Counsel, Commodity Futures Trading Commission, 2033 K Street, NW., Washington, D.C. 20581. Telephone: (202) 254-9880.

SUPPLEMENTARY INFORMATION: In a recent amendment to Section 14(b) of the Commodity Exchange Act, effective May 11, 1983, Congress authorized the Commission to:

> Promulgate such rules, regulations, and orders as it deems necessary or appropriate for the efficient and expeditious administration of this section. Notwithstanding any other provision of law, such rules, regulations, and orders may prescribe, or otherwise condition, without limitation, the form, filing, and service of pleadings or orders, . . . hearing (including the waiver thereof, which may relate to the amount in controversy), rights of appeal, if any, and all other matters governing proceedings before the Commission under this section.

Futures Trading Act of 1982, Pub. L. No. 97-444, section 231, 96 Stat. 2294, 2319 (1983). Congress conferred this broad discretion upon the Commission "[t]o enable the Commission to simplify its rules of procedure regarding reparations and streamline the process." H.R. Rep. No. 565, 97th Cong., 2d Sess. 55 (1982). In addition, the amendments to Section 14(b) were intended to authorize the Commission "to use its best judgment in fashioning appropriate procedures that will be both fair and efficient." *Id.*

In accordance with this grant of authority, the Commission recently published an advance notice of proposed rulemaking concerning revisions in its reparations procedure. 48 FR 6720 (February 15, 1983). In the advance notice, the Commission indicated that it was considering the following ideas as changes to be made in the reparations procedure: instituting a purely voluntary procedure analogous to commercial arbitraton in which a final, unappealable decision can be expected within 180 days after the filing of a reparations complaint; raising from $5,000 to $10,000 the monetary ceiling for damage claims that could be heard pursuant to the summary procedure; permitting a decisionmaker in a voluntary or summary proceeding to conduct oral examination of the parties and their witnesses in Washington, D.C. or by telephonic conference; creating the position of "proceedings officer" to conduct most of the discovery in proceedings where claims may be decided by an Administrative Law Judge; and dismissing, instead of staying, reparation claims or respondents from reparation proceedings in which the claims, at the time the complaint was filed, were pending in arbitration or in court, or in which one or more respondents are the subject of receivership or bankruptcy proceedings. These matters are discussed in greater detail in the Commission's advance notice. 48 FR 6720 (February 15, 1983).

On May 24, 1983, the Commission determined to propose new rewritten and renumbered reparation rules which essentially incorporate all of the concepts discussed in its advance notice of proposed rulemaking.[1] In addition, the Commission is proposing three other significant changes in the reparation procedure not discussed in its advance notice, which relate to discovery, the formal decisional procedure, and the method of obtaining Commission review of an initial decision.

In the proposed rules, the Commission is proposing to modify the method by which parties can obtain discovery (*e.g.*, Proposed Rules §§ 12.208 and 12.209). The new method would permit the parties to apply to the decisionmaker (or, if a formal decisional procedure has been elected, the proceedings officer) for an order compelling other parties to produce documents and tangible items, verified affidavits, and verified written responses to interrogatories which the applying party may suggest to the decisionmaker. The decisionmaker would have the authority to accept or reject, in whole or in part, any such application for a discovery order. The Commission is proposing this change in discovery procedure because the decisionmaker, after reviewing all of the pleadings and submissions of documentary proof that are required to be filed with a complaint, answer or reply, would be sufficiently familiar with the issues in the proceeding to recognize whether information sought in a discovery request is truly necessary for resolution of those issues. The Commission believes that this procedure would benefit the parties by sparing them the time and expense of having to comply with discovery requests for unnecessary information. The Commission also expects this procedure to abbreviate the discovery phase in all proceedings, and increase the likelihood of and early final determination of the parties' claims.

Under the proposed rules, in cases where the amount of damages exceeds $10,000 and the parties have not elected the voluntary procedure, the proceeding would be conducted pursuant to a formal decisional procedure. In such procedure, if credibility determinations are required to decide the case, parties (or their counsel) would be granted the opportunity to conduct oral examination of other parties and their witnesses in the presence of an Administrative Law Judge. (Proposed Rule § 12.317(b).) However, all direct proof in such proceedings would be required to be submitted in documentary form, *e.g.*, verified affidavits, prior to the oral hearing. Direct examination would not be allowed at an oral hearing conducted pursuant to a formal decisional procedure, and oral examination would be restricted to cross and redirect examination, which would be confined to the factual issues to be decided by a credibility determination.

The Commission is proposing to alter its decision review procedure to afford parties a right to appeal the initial decision by filing a notice of appeal within 15 days after service of the initial decision.[2] (Proposed Rule § 12.401.) The

[1] Comments received in response to the advance notice of proposed rulemaking have been carefully reviewed and considered in preparing the proposed rules, and will be considered, as well, with respect to the adoption of final rules.

[2] The proposed appellate procedure contrasts with the Commission's current review procedure which affords the parties with an opportunity for

notice of appeal would need only contain a very brief expression of the appealing party's intention to appeal the initial decision. Within 30 days after filing a notice of appeal the appealing party must file an appeal brief and pay an appellate filing fee in the amount of $50, or have its appeal dismissed. If no party filed an appeal, the Commission would still be authorized to review and initial decision on its own motion, 30 days after the initial decision is served. Unless the Commission took review on its own motion, the proposed rules provide that the timely filing and perfecting of an appeal to the Commission is a mandatory prerequisite to judicial review of a final reparations decision of the Commission. (Proposed Rules §§ 12.213(e), 12.320(e).)

The proposed rules contain numerous other changes not discussed in the advance notice, which include: restructuring the Office of Hearings and Appeals and redesignating it as the Office of Proceedings, and creating the position of Director to serve as the administrative head of that Office (Proposed Rule § 12.2); eliminating the investigatory function of those staff members who screen reparation complaints; requiring the parties when filing the complaint and answer (and reply, if applicable) to include all documentary proof (including verified affidavits of third party witnesses) then available to support their claims and defenses (Proposed Rules §§ 12.13, 12.18, and 12.20); granting the decisionmaker in the summary and formal decisional procedures the authority to entertain motions for dismissal on the merits (Proposed Rules §§ 12.205, 12.313); in the formal decisional procedure limiting the locations for oral hearings to the 12 regional cities in which the United States Circuit Courts of Appeals are situated (Proposed Rule § 12.318(b)); permitting a decisionmaker to set the requirement of a bond against a party ordered to pay a reparation award, in the event that such party files an appeal to the Commission (Proposed Rules §§ 12.213, 12.320); authorizing the Commission to review a final decision in a voluntary proceeding if manifest injustice would otherwise result (Proposed Rule § 12.403); and imposing a trading prohibition upon parties who fail to pay an award—based on a counterclaim (Proposed Rule § 12.408). In addition, the Commission is proposing other numerous changes in the existing Reparation Rules which have not been mentioned herein. The Commission is inviting public comment on such other changes as well as the changes discussed above. Moreover, the Commission reiterates its interest is receiving additional suggested changes in the reparation rules that would help streamline the procedures.[3]

Copies of the proposed rules and a descriptive summary are available for inspection at the Office of the Secretariat, 2033 K Street, NW., Washington, D.C. 20581. Such copies can also be obtained through the Office of the Secretariat by mail at the above address or by telephone at (202) 254-6314. Any person interested in submitting comments on the proposed rules or suggestions for other changes that would improve and expedite the reparations process should send such comments or suggestions to Jane K. Stuckey, Secretary, Commodity Futures Trading Commission, 2033 K Street, NW., Washington, D.C. 20581, by July 21, 1983.

List of Subjects in 17 CFR Part 12

Administrative practice and procedure, Commodity exchanges, Commodity futures, Reparations.

Issued in Washington, D.C., on May 27, 1983.

Jane K. Stuckey

Secretary of the Commission.

[FR Doc. 83-15070 Filed 6-3-83; 8:45 am]

BILLING CODE 6351-01-M

Commission review of an initial decision if they file and application for review within fifteen days after being served with the initial decision. Under this procedure, the Commission could deny review if it determined that review was not necessary to resolve an important issue of law or public policy.

[3] The proposed rules relate solely to agency organization, procedure and practice. Therefore, the provisions of the Administrative Procedure Act, 5 U.S.C. 553, generally requiring notice of proposed rulemaking and opportunity for public comment, are not applicable. However, because these proposed amendments represent significant changes in the Commission's current reparations procedure, the Commission is inviting public comment on the rules as proposed and suggestions for any other changes that would improve or expedite the reparations procedure.

The Regulatory Flexibility Act ("RFA"), Pub. L. No. 96-354, 94 Stat. 1164 (1980), 5 U.S.C. 601, *et seq.*, requires that agencies, in proposing rules, consider their impact on small businesses. Section 3(a) of the RFA defines the term "rule" to mean "any rule for which the agency publishes a general notice of proposed rulemaking pursuant to section 553(b) of this title . . . for which the agency provides an opportunity for notice and public comment." 5 U.S.C. 601(2). As the proposed rules have not been effected pursuant to 5 U.S.C. 553(b), they are not "rules" as defined in the RFA and the analysis or certification specified in that Act do not apply. In any event, the proposed rules, in proposing to streamline and simplify the reparation procedure and provide an expeditious voluntary decisionmaking forum, are not expected to have a significant economic impact on a substantial number of small business entities.

SECURITIES AND EXCHANGE COMMISSION

17 CFR Part 270

[Release Nos. 33-6468; IC-13274; File No. S7-978]

Registration of an Indefinite Number of Investment Company Securities

AGENCY: Securities and Exchange Commission.

ACTION: Proposed rulemaking.

SUMMARY: The Commission is proposing for public comment two amendments to § 270.24f-2, rule 24f-2, under the Investment Company Act of 1940. One proposed amendment would require any issuer who has filed a declaration pursuant to rule 24f-2 to include a statement to that effect on the facing sheet of any post-effective amendment to its registration statement, and to include therein either the date upon which the issuer filed, or intends to file, the notice required by rule 24f-2, or a statement that the issuer need not file a notice for the prior fiscal year because it has not sold any securities in reliance on that declaration during that fiscal year. The other proposed amendment would modify the consequences for failure to file timely the notice required by rule 24f-2 so that the declaration filed pursuant to the rule would be terminated if the notice was not filed timely, but the registration statement containing the declaration would remain in effect. These two proposed amendments would improve the ability of the Commission and issuers to monitor the timeliness of rule 24f-2 notices while making less harsh the consequences of failure to file such notices on time.

DATE: Comments on the proposed amendments to rule 24f-2 should be received on or before July 8, 1983.

ADDRESS: Comments should be submitted in quintuplicate to George A. Fitzsimmons, Secretary, Securities and Exchange Commission, 450 Fifth Street, N.W., Washington, D.C. 20549. Comment letters should refer to File No. S7-978. All comments received will be available for public inspection and copying in the Commission's Public Reference Room, 450 Fifth Street, N.W., Washington, D.C. 20549.

FOR FURTHER INFORMATION CONTACT: Jane A. Kanter, Special Counsel (202) 272-2115, or Gregory K. Todd, Esq. (202) 272-7317, Office of Disclosure Legal Services, Division of Investment Management, Securities and Exchange Commission, Washington, D.C. 20549.

SUPPLEMENTARY INFORMATION: The Commission is publishing for comment two proposed amendments to rule 24f-2 [17 CFR 270.24f-2] under the Investment Company Act of 1940 (the "1940 Act") [15 U.S.C. 80a-1 *et seq.*]. The first would require any issuer who has filed a declaration pursuant to that rule to include on the facing sheet of any post-effective amendment to its registration statement a statement that the issuer has filed a declaration pursuant to rule 24f-2 and the date upon which the issuer filed, or intends to file, its notice as required by that rule (the "Notice"), or a statement that the filing of such a Notice is unnecessary. The second amendment would modify the consequences for failure to file timely the Notice required by rule 24f-2 so that the declaration filed pursuant to the rule would be terminated if the Notice was not filed timely, but the registration statement containing the declaration would remain in effect. This change would permit an issuer that failed to file a timely rule 24f-2 Notice and sold securities thereafter to use rule 24f-1 [17 CFR 270.24f-1] to register retroactively securities sold within six months after the termination of its rule 24f-2 declaration.

Background

Section 24(f) [15 U.S.C. 80a-24(f)] was added to the 1940 Act by the Investment Company Amendment Act of 1970 [1] to authorize the Commission to adopt: (i) rules permitting registered investment companies to register retroactively securities sold in excess of the number or amount of securities included in the investment company's effective registration statement upon the payment of three times the normal registration fees for these securities [2] and (ii) rules allowing certain types of registered investment companies to register an indefinite number or amount of securities. In connection with the enactment of this provision, the legislative history states:

> Occasionally, due to inadvertence, a registered investment company making a continuous offering of its securities, sells more shares than are covered by its registration statement under the Securities Act of 1933. Although the number of shares sold in excess of those registered are not registered under the act, in practical effect no investor is harmed if each offeree or purchaser is given a current prospectus.[3]

In 1977, the Commission adopted rule 24f-2 permitting face-amount certificate companies, open-end management companies, and unit investment trust ("eligible companies") to register and indefinite number or amount of securities pursuant to the conditions of that rule.[4]

Rule 24f-2 provides that an eligible company may elect to register, under the Securities Act of 1933 (the "1933 Act") [15 U.S.C. 77a *et seq.*], an indefinite number or amount of securities by including a declaration to that effect on either its original registration statement of any post-effective amendment to its registration statement, and by paying a non-refundable fee of $500.00 to the Commission.[5] A company that has made such a declaration must file an annual Notice [6] setting forth, among other things, the number or amount of securities sold pursuant to rule 24f-2, and must include among with such Notice the registration fees for such securities as calculated pursuant to section 6(b) [15 U.S.C. 77f(b)] of the 1933 Act.[7] The Notice must be filed no later than six months after the end of any fiscal year during which the declaration was in effect.[8] Paragraph (b)(2) or rule 24f-2 provides that, if an issuer fails to file the required Notice on time, the issuer's registration statement will then terminate and the issuer must discontinue all sales of securities pursuant to that registration statement.[9] If such an issuer intends to continue selling its securities, it must then file a new registration statement and wait until that registration statement becomes effective before it can resume selling its securities.[10]

Discussion

Section 24(f) and rule 24f-2 recognize and accommodate the unique character of investment companies that issue redeemable securities. Unlike operating companies and closed-end investment companies, whose offerings are intended typically to yield a specific maximum amount of proceeds to the issuer and are limited to a specified distribution period, investment companies issuing redeemable securities (other than certain unit investment trusts) normally offer their securities for sale on a continuous basis. It is, therefore, difficult for such companies to determine prospectively how many securities to register. Rule 24f-2 resolves this problem by permitting these investment companies to register an indefinite number or amount of securities.

It has come to the Commission's attention that several eligible companies that had been selling securities in reliance on rule 24f-2 have had their registration statements terminated automatically because of inadvertent failures to file required 24f-2 Notices on timely basis. In light of the fact that in practical effect no investor is harmed by the sale of securities in excess of those registered when each investor or potential investor receives a current prospectus from the issuer, the Commission believes that termination of the issuer's registration statement because of the issuer's failure to file its Notice timely is too harsh a result. On the other hand, the Commission must attempt to assure that required registration fees are paid. To address these concerns, the Commission is proposing for comment two amendments to rule 24f-2.[11]

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[1] Pub. L. 81-547, 84 Stat. 1423 (1970).

[2] This provision has been implemented by rule 24f-1 [17 CFR 270.24f-1]. Securities Act Release No. 5208 (November 5, 1971), [36 FR 22673 (November 27, 1971)].

[3] House Report No. 91-1382, 91st Congress, 2d Sess. 31 (August 7, 1970). The report continued by stating: However, the inadvertence may result in a violation of Section 5 of the Securities Act and any person who can show that his shares were not actually registered might be entitled to the rescission rights given by Section 12 of the Securities Act.

Id.

[4] Securities Act Release No. 5881 (November 3, 1977), [42 FR 58400 (November 9, 1977)].

[5] An eligible company may at the same time register a specific number of securities as well as elect to register an indefinite number or amount of securities pursuant to rule 24f-2. If it does, then the company must pay the appropriate fee for the definite number of securities being registered as calculated in section 6(b) of the 1933 Act [15 U.S.C. 77f(b)]. *See* 17 270.24f-2(a)(4).

[6] Rule 24f-2 was amended in 1979 to require that 5 copies of the Notice be filed with the Commission and that the issuer's 1933 Act registration number appear on the Notice. Securities Act Release No. 6038 (March 22, 1979) [44 FR 19387 (April 9, 1979)].

[7] Paragraph (b)(1)(v) of rule 24f-2 also requires that an opinion of counsel be included indicating that the securities covered by the Notice were legally issued, fully paid, and non-assessable.

[8] Rule 24f-2(c) contains the provision that any issuer who files a Notice within two months after the end of its fiscal year may pay a fee based on the aggregate sales price of all securities sold less the aggregate price of all securities redeemed or repurchased, unless that amount has been previously applied by the issuer to reduce its fees pursuant to rule 24e-2(a) [17 CFR 270.24e-2(a)]. This provision allows the issuer to pay 1933 Act registration fees on only net securities sold during the past fiscal year.

[9] Even after an issuer's registration statement has terminated, the rule, nevertheless, requires that the issuer file a separate Notice as described in paragraph (b)(1) with respect to sales of securities made pursuant to the declaration during: (i) The fiscal year for which the Notice was not timely filed and (ii) the period after the close of the fiscal year as to which such Notice was not timely filed.

[10] In its release adopting rule 24f-2 the Commission stated its view that when a registrant chooses to register securities pursuant to rule 24f-2, failure to complete the registration process by filing the Notice will result in an incomplete registration of securities which will subject the issuer, or any person liable to the issuer for failure to complete the registration process on its behalf, to the risks arising from that failure. Securities Act Release No. 5881 (November 3, 1977) [42 FR 58400 (November 3, 1977)].

[11] Simultaneously herewith the Commission is issuing a release adopting a technical amendment to

First, the Commission is proposing an amendment to rule 24f-2 that would require all eligible companies that have filed declarations pursuant to rule 24f-2 to include on the facing sheet of any post-affective amendments to their registration statements a caption: (i) Stating that the eligible company has elected to register an indefinite number or amount of securities pursuant to rule 24f-2; and (ii) stating either the date on which the eligible company filed, or intends to file, its rule 24f-2 Notice for the immediately preceding fiscal year, or stating that the eligible company did not or need not file a Notice because it did not sell any securities in reliance upon rule 24f-2 during that year.

The Commission believes this proposed amendment is necessary to help issuers avoid inadvertent failures to file the required Notices and to enable its staff to monitor compliance in that respect. Requiring that companies having a rule 24f-2 declaration in effect place a statement to that effect on the facing page of any post-effective amendments to their registration statements and set forth the date when a 24f-2 Notice was filed or will be filed, should assure that sufficient attention will be directed to the requirement to file 24f-2 Notices that inadvertent failures to file will be minimized.

The second amendment proposed by the Commission would alter the consequences of failing to file a 24f-2 Notice on time. At present, pursuant to paragraph (b)(2) of the rule, such failure results in termination of the issuer's registration statement, which means that securities sold after such termination may be considered unregistered securities and purchasers of such securities may have rescission rights under the 1933 Act. As stated above, the Commission believes this result is too harsh, at least in cases in which the delinquency is not unduly prolonged. Therefore, the Commission proposes to amend paragraph (b)(2) of rule 24f-2 to provide that failure to file a 24f-2 Notice on time will result, not in termination of the registration statement, but merely in termination of the issuer's declaration of registration of an indefinite number of securities. The practical consequence of this change would be that an issuer that failed to file its 24f-2 Notice on time and continued to sell its securities thereafter would, because its registration statement was still in effect, be able to use rule 24f-1 to register retroactively securities sold within six months after the termination of its rule 24f-2 declaration.[12] However, any securities sold more than six months after a failure to file a timely rule 24f-2 Notice could not be registered retroactively under rule 24f-1 and might, accordingly, be considered unregistered. An issuer that failed to file a rule 24f-2 Notice on time and wished to resume selling that rule could do so by filing a new declaration and paying a new $500.00 fee.

rule 24f-2. Pursuant to that amendment an issuer will no longer be required to file a Notice for any year during which it sold no securities pursuant to the rule.

[12] Rule 24f-1 [17 CFR 270.24f-1] permits the retroactive registration of shares sold in excess of the number of shares authorized by an effective registration statement, if, *inter alia*, the issuer files, within six months after the sale of the securities, a notification authorized by its board of directors and pays a fee equal to three times the registration fee as calculated in section 6(b) of the 1933 Act.

List of Subjects in 17 CFR Part 270

Investment companies, Reporting and recordkeeping requirements, Securities.

Text of Proposed Amendments to Part 270

The Commission is publishing for comment amendments to Chapter II, Title 17 of the Code of Federal Regulations as follows:

PART 270—RULES AND REGULATIONS, INVESTMENT COMPANY ACT OF 1940

By revising paragraphs (a)(1) and (b)(2) of § 270.24f-2 to read as as follows:

§ 270.24f-2 Registration under the Securities Act of 1933 of an indefinite number of certain investment company securities.

(a)(1) A face amount certificate company or an open-end management company or unit investment trust may, subject to the provisions of this section, elect to register an indefinite number or amount of securities under the Securities Act of 1933 by including on the facing sheet of its registration statement a declaration that an indefinite number or amount of its securities is being registered by such registration statement, or if a registration statement under the Securities Act of 1933 is in effect as to such securities by amending such registration statement on the facing sheet to declare that to the number or amount of securities of the same class or series presently registered is added an indefinite number or amount of such securities. Such declaration shall take effect when the registration statement or post-effective amendment in which it is included becomes effective. The issuer shall place on the facing sheet of any post-effective amendment to the registration statement filed after the issuer has made a declaration pursuant to this paragraph (a) (1) a statement to the effect that the issuer has registered an indefinite number or amount of securities under the Securities Act of 1933 pursuant to this section, and the date on which the Rule 24f-2 Notice for the issuer's most recent fiscal year was filed or will be filed, or a statement that pursuant to paragraph (b)(2) the issuer need not file a Rule 24f-2 Notice because it did not sell any securities pursuant to such declaration during the most recent fiscal year.

* * * * *

(b) * * *

(2) If the Rule 24f-2 Notice is not filed within the time specified in such paragraph, the declaration filed pursuant to paragraph (a)(1) of this section shall be deemed to be terminated on the next business day, and the registrant shall disscontinue all sale of securities pursuant to such declaration. Separate notices as described in paragraph (b)(1) shall be filed as soon as practicable after such termination with respect to sales of securities made pursuant to the declaration during (i) the fiscal year as to which such notice was not timely filed, and (ii) the period after the close of such fiscal year but before such declaration was terminated. Securities sold after termination of such declaration shall, for purposes of Rule 24f-1, be deemed to have been sold in an amount in excess of the number of shares of securities of the same class or series included in a registration statement of such issuer under the Securities Act of 1933 in effect at the time of the sale. Nothing in this paragraph (b)(2) shall require an issuer to file a Rule 24f-2 Notice for any fiscal year in which the issuer has not sold any securities in reliance on a declaration authorized by paragraph (a)(1) of this section.

* * * * *

Summary of Initial Regulatory Flexibility Analysis

The Commission has prepared an Initial Regulatory Flexibility Analysis in accordance with 5 U.S.C. 603 regarding the proposed amendments to rule 24f-2 proposed herein. The analysis notes that the first proposed amendment would require certain registered investment companies to indicate on the facing sheet of any post-effective amendment to their registration statements the fact that they have registered an indefinite number of securities under the Securities Act of 1933 and the date they filed or intend to file the notice required by rule 24f-2. The second proposed amendment would modify rule 24f-2 so

that only an issuer's declaration pursuant to the rule would be terminated if the issuer failed to file timely the notice required by the rule. The object of the proposed amendments is to monitor compliance with the filing requirements of rule 24f-2 and to modify a harsh remedy.

A copy of the Initial Regulatory Flexibility Analysis may be obtained by contacting Gregory K. Todd, Esq., Office of Disclosure Legal Services, Securities and Exchange Commission, (202) 272-2317, Room 5128, 450 Fifth Street, N.W. Washington, D.C. 20549.

Statutory Authority

The Commission publishes the proposed amendments to rule 24f-2 pursuant to section 24(f) of the 1940 Act (15 U.S.C. 80a-24(f)).

By the Commission.

May 26, 1983.

George A. Fitzsimmons,

Secretary.

[FR Doc. 83-15042 Filed 6-3-83; 8:45 am]

BILLING CODE 8010-01-M

DEPARTMENT OF ENERGY

Federal Energy Regulatory Commission

18 CFR Part 271

[Docket No. RM79-76-194 (Texas-36)]

High-Cost Gas Produced From Tight Formations; Texas

AGENCY: Federal Energy Regulatory Commission, DOE.

ACTION: Notice of proposed rulemaking.

SUMMARY: The Federal Energy Regulatory Commission is authorized by section 107(c)(5) of the Natural Gas Policy Act of 1978 to designate certain types of natural gas as high-cost gas where the Commission determines that the gas is produced under conditions which present extraordinary risks or costs. Under section 107(c)(5), the Commission issued a final regulation designating natural gas produced from tight formations as high-cost gas which may receive an incentive price (18 CFR 271.703). This rule established procedures for jurisdictional agencies to submit to the Commission recomendations of areas for designation as tight formations. This Notice of Proposed Rulemaking by the Director of the Office of Pipeline and Producer Regulation contains the recommendation of the Railroad Commision of Texas that a portion of the Cook Mountain Formation be designated as a tight formation under § 271.703(d).

DATE: Comments on the proposed rule are due on July 15, 1983.

Public Hearing: No public hearing is scheduled in this docket as yet. Written requests for a public hearing are due on June 16, 1983.

ADDRESS: Comments and requests for hearing must be filed with the Office of the Secretary, 825 North Capitol Street, NE., Washington, D.C. 20426.

FOR FURTHER INFORMATION CONTACT: Leslie Lawner, (202) 357-8511, or Walter W. Lawson, (202) 357-8556.

I. Background

On April 4, 1983, the Railroad Commision of Texas (Texas) submitted to the commission a recommendation, in accordance with § 271.703 of the Commission's regulations (45 FR 56034, August 22, 1980), that a portion of the Cook Mountain Formation, located in Harris County, Texas, be designated as a tight formation. Pursuant to § 271.703(c)(4) of the regulations, this Notice of Proposed Rulemaking is hereby issued to determine whether Texas' recommendation that a portion of the Cook Mountain Formation be designated as a tight formation should be adopted. Texas' recommendation and supporting data are on file with the Commission and are available for public inspection.

II. Description of Recommendation

Texas recommends that the upper 275 feet of Cook Mountain Formation, as found in an area roughly rectangular in shape and approximately 6.4 miles by 18.9 miles and located approximately 2.5 miles northwest of the City of Houston, in Harris County, Texas, Railroad Commission District 3, be designated as a tight formation.

The Cook Mountain Formation is found at subsea depths ranging from approximately −7,300 feet on the west to −8,000 feet in the southeast, with a thickness of approximately 2,000 feet, and is part of the Middle Eocene Claiborne Group that was deposited during the Tertiary Period of the Genozoic Era. It is overlain by the Yegua formation and overlies the Sparta sandstone. The recommended portion of Cook Mountain Formation is identified as that formation occurring between the measured depths of 7,730 feet and 8,005 feet on the log of the Pringle Petroleum Inc. John Ivy No. 1 well.

III. Discussion of Recommendation

Texas claims in its submission that evidence gathered through information and testimony presented at a public hearing in support of this recommendation demonstrates that:

(1) The average *in situs* gas permeability throughout the pay section of the proposed area is not expected to exceed 0.1 milidarcy;

(2) The stabilized production rate, against atmospheric pressure, of wells completed for production from the recommended formation, without stimulation, is not expected to exceed the maximum allowable production rate set out in § 271.703(c)(2)(i)(B); and

(3) No well drilled into the recommended formation is expected to produce more than five (5) barrels of oil per day.

Texas further asserts that existing state and federal regulations assure that development of this formation will not adversely affect any fresh water aquifers that are or are expected to be used as a domestic or agricultural water supply.

Accordingly, pursuant to the authority delegated to the Director of the Office of Pipeline and Producer Regulation by Commission Order No. 97, issued in Docket No. RM80-68 (45 FR 53456, August 12, 1980), notice is hereby given of the proposal submitted by Texas that a portion of the Cook Mountain Formation as described and delineated in Texas' recommendation as filed with the Commission, be designated as a tight formation pursuant to § 271.703.

IV. Public Comment Procedures

Interested persons may comment on this proposed rulemaking by submitting written data, views or arguments to the Office of the Secretary, Federal Energy Regulatory Commission, 825 North Capitol Street, NE., Washington, D.C. 20426, on or before July 15, 1983. Each person submitting a comment should indicate that the comment is being submitted in Docket No. RM79-76-194 (Texas-36) and should give reasons including supporting data for any recommendation. Comments should include the name, title, mailing address, and telephone number of one person to whom communications concerning the proposal may be addressed. An original and 14 conformed copies should be filed with the Secretary of the Commission. Written comments will be available for public inspection at the Commission's Office of Public Information, Room 1000, 825 North Capitol Street, NE., Washington, D.C., during business hours.

Any person wishing to present testimony, views, data, or otherwise participate at a public hearing should notify the Commission in writing of a desire to make an oral presentation and

therefore request a public hearing. Such request shall specify the amount of time requested at the hearing. Requests should be filed with the Secretary of the Commission no later than June 16, 1983.

List of Subjects in 18 CFR Part 271

Natural gas, Incentive price, Tight formations.

(Natural Gas Policy Act of 1978, 15 U.S.C. 3301-3432)

Accordingly, the Commission proposes to amend the regulations in Part 271, Subchapter H, Chapter I, Title 18, *Code of Federal Regulations*, as set forth below, in the event Texas' recommendation is adopted.

Kenneth A. Williams,

Director, Office of Pipeline and Producer Regulation.

PART 271—[AMENDED]

Section 271.703 is amended by adding paragraph (d)(181) to read as follows:

§ 271.703 Tight formations.

* * * * *

(d) Designated tight formations.

* * * * *

(129) through (180) [Reserved]

(181) *Cook Mountain Formation in Texas.* RM79-76 (Texas-36).

(i) *Delineation of formation.* The Cook Mountain Formation is located in Harris County, Texas, Railroad Commission District 3. The designated area is the upper 275 feet of the formation as found in an area roughly rectangular in shape and approximately 6.4 miles by 18.9 miles and located approximately 2.5 miles northwest of the City of Houston, Texas.

(ii) *Depth.* The Cook Mountain Formation is found at subsea depths ranging from −7,300 feet in the west to −8,000 feet in the southeast and is identified as that formation occurring between the measured depths of 7,730 feet and 8,005 feet on the log of the Pringle Petroleum Inc. John Ivy No. 1 well.

[FR Doc. 83-15075 Filed 6-3-83; 8:45 am]

BILLING CODE 6717-01-M

DEPARTMENT OF THE TREASURY

Customs Service

19 CFR Part 177

Tariff Classification of Thread Seal Tape Made of "Teflon"

AGENCY: Customs Service, Treasury.

ACTION: Notice of proposed change of practice; solicitation of comments.

SUMMARY: Customs has determined that there is an established and uniform practice with respect to the tariff classification of merchandise which is a nonfibrous, nonlaminated, nonreinforced, continuous form plastic tape made of polytetrafluoroethylene ("teflon" fluorocarbon resin). The merchandise is also known as thread seal tape made of "teflon." Customs is now proposing a change in the tariff classification of this merchandise which, if adopted, would result in the imposition of a higher rate of duty. Accordingly, this notice invites public comments on the matter before any final action is taken.

DATE: Comments must be received on or before August 5, 1983.

ADDRESS: Comments (preferably in triplicate) should be addressed to the Commissioner of Customs, Attention: Regulations Control Branch, U.S. Customs Service, 1301 Constitution Avenue, NW., Room 2426, Washington, D.C. 20229.

FOR FURTHER INFORMATION CONTACT: Phil Robins, Classification and Value Division, U.S. Customs Service, 1301 Constitution Avenue, NW., Washington, D.C. 20229 (202-566-8181).

SUPPLEMENTARY INFORMATION:

Background

This document pertains to the tariff classification of merchandise which is a nonfibrous, nonlaminated, nonreinforced, continuous form plastic tape made of polytetrafluoroethylene ("teflon" fluorocarbon resin). The merchandise is also known as thread seal tape made of "teflon."

Proposed Change of Practice

Customs has determined that there is an established an uniform practice of classifying, for tariff purposes, the subject merchandise, which meets the dimensional requirements for man-made fiber strips, under the provision for "articles not specially provided for, of rubber or plastics, other," in item 774.55, Tariff Schedules of the United States (TSUS; 19 U.S.C. 1202), at a Column 1 rate of duty of 6.9 percent ad valorem.

Customs is proposing to change its practice such that the merchandise would be classified under the provision for "strips (in continuous form), whether known as artificial straw, yarns, or by any other name: not laminated," in items 309.20 and 309.21, TSUS. Item 309.20, TSUS, which covers strips valued not over $1 per pound, carries a Column 1 rate of duty of 10¢ per pound, while item 309.21, TSUS, which covers strips valued over $1 per pound, carries a Column 1 rate of duty of 10.5 percent ad valorem.

Customs is proposing this change of practice because the merchandise meets the criteria for man-made fiber strips as defined in Headnotes 2(b) and 3(d) of Schedule 3, Part 1, Subpart E, TSUS. Further, the proposed change is based on the decision of the Customs Court in *Le Jeune, Inc. v. United States*, 67 Cust. Ct. 301, C.D. 4289 (1971).

Authority

Because the proposed change of practice, if adopted, will result in the imposition of a higher rate of duty, Customs in giving interested parties notice and an opportunity to comment in accordance with section 177.10(c)(1), Customs Regulations (19 CFR 177.10(c)(1)). Pursuant to section 315(d), Tariff Act of 1930, as amended (19 U.S.C. 1315(d)), if the proposed change of practice is adopted, it shall not be effective prior to the expiration of 30 days after the date of publication in the **Federal Register** of notice of such adoption.

Comments

Consideration will be given to any written comments timely submitted to the Commissioner of Customs. Comments submitted will be available for public inspection in accordance with section 103.11(b), Customs Regulations (19 CFR 103.11(b)), on normal business days between the hours of 9:00 a.m. and 4:30 p.m. at the Regulations Control Branch, Headquarters, U.S. Customs Service, 1301 Constitution Avenue, NW., Room 2426, Washington, D.C. 20229.

Drafting Information

The principal author of this document was Gerard J. O'Brien, Jr., Regulations Control Branch, Office of Regulations and Rulings, U.S. Customs Service. However, personnel from other Customs offices participated in its development.

Alfred R. De Angelus,

Acting Commissioner of Customs.

Approved: May 18, 1983.

John M. Walker, Jr.,

Assistant Secretary of the Treasury.

[FR Doc. 83-15059 Filed 6-3-83; 8:45 am]

BILLING CODE 4820-02-M

Internal Revenue Service

26 CFR Part 1

Deduction for Motor Carrier Operating Authority

AGENCY: Internal Revenue Service, Treasury.

ACTION: Notice of proposed rulemaking.

SUMMARY: This document contains proposed regulations regarding a deduction which is to be taken ratably over a 60-month period for the adjusted bases of motor carrier operating authorities held by taxpayers on July 1, 1980. Changes to the applicable tax law were made by the Economic Recovery Tax Act of 1981, the Highway Revenue Act of 1982, and the Technical Corrections Act of 1982. These regulations provide relief to taxpayers who, on July 1, 1980, held one or more motor carrier operating authorities, or later acquired such an authority pursuant to a binding contract in effect on July 1, 1980.

DATES: Written comments and requests for a public hearing must be delivered or mailed by August 5, 1983. The regulations are proposed to be effective for taxable years ending after June 30, 1980.

ADDRESS: Send comments and requests for a public hearing to: Commissioner of Internal Revenue; Attention: CC:LR:T [LR-203-81], Washington, D.C. 20224.

FOR FURTHER INFORMATION CONTACT: Robert B. Coplan of the Legislation and Regulations Division, Office of the Chief Counsel, Internal Revenue Service, 1111 Constitution Avenue, N.W., Washington, D.C. 20224 (Attention: CC:LR:T) 202-566-3287, not a toll-free call.

SUPPLEMENTARY INFORMATION:

Background

This document contains proposed amendments to the Income Tax Regulations (26 CFR Part 1) relating to a ratable deduction for the adjusted bases of motor carrier operating authorities held by taxpayers on July 1, 1980, as provided by section 266 of the Economic Recovery Tax Act of 1981 (Pub. L. 97-34, 95 Stat. 265), section 517 of the Highway Revenue Act of 1982 (Title V of the Surface Transportation Assistance Act of 1982, Pub. L. 97-424, 96 Stat. 2097), and section 102(n) of the Technical Corrections Act of 1982 (Pub. L. 97-448, 96 Stat. 2365). These amendments are to be issued under the authority contained in section 266 of the Economic Recovery Tax Act of 1981, section 517 of the Highway Revenue Act of 1982, and section 7805 of the Code (68A Stat. 917; 26 U.S.C. 7805).

In General

This document contains proposed amendments to the regulations relating to an ordinary deduction which will be allowed ratably over a 60-month period for taxpayers who held one or more motor carrier operating authorities on July 1, 1980. The deduction is intended to provide relief for taxpayers who acquired motor carrier operating rights before enactment of the Motor Carrier Act of 1980 on July 1, 1980. That Act deregulated the interstate motor carrier industry and significantly reduced the value of motor carrier operating rights acquired before deregulation.

Allowance of Deduction

Section 1.9200-1(a) of the proposed regulations provides that the deduction is allowable to a taxpayer in an amount equal to the adjusted basis of each motor carrier operating authority either held by the taxpayer on July 1, 1980, or acquired by the taxpayer after that date under a binding contract in effect on July 1, 1980. Generally, the 60-month period for taking the deduction begins with the later of July 1980 or the month in which the authority was acquired pursuant to a binding contract. However, the taxpayer may elect to begin the 60-month period with the first month of the first taxable year beginning after July 1, 1980, for all authorities acquired by the taxpayer by the end of the first month of such taxable year.

Rules are provided in paragraph (b) of § 1.9200-1 for determining the taxpayer entitled to claim the deduction for a particular motor carrier operating authority.

Adjusted Basis of Motor Carrier Operating Authority

Generally, for purposes of determining the amount of the deduction, a taxpayer's adjusted basis in a motor carrier operating authority is determined under Code sections 1012 and 1016. However, § 1.9200-1(e)(2) provides a special rule under which a corporation whose stock was acquired by a qualified acquiring party on or before July 1, 1980, and which held an authority at the time of such acquisition, may elect to allocate to the basis of the authority a portion of the cost basis in the corporation's stock held by such qualified acquiring party. If certain requirements are met, then the portion of the cost basis in the stock that may be allocated to the authority is the amount that would have been properly allocable under section 334(b)(2) of the Code (before amendment by the Tax Equity and Fiscal Responsibility Act of 1982) if the qualified acquiring party were a corporation that had liquidated the acquired corporation immediately after the acquistion. If the election under § 1.9200-1(e)(2) is made, the qualified acquiring party's basis in the acquired corporation's stock must be reduced to reflect the amount of basis which is allocated to the authority under this rule. In addition, the aggregate basis of assets of the acquired corporation other than the authority must be reduced, if necessary, so that it does not exceed the qualified acquiring party's basis in the acquired corporation's stock after such reduction. The election under § 1.9200-1(e)(2) is available only if the date of the last acquisition of stock within the 12-month period described in section 334(b)(2)(B) was after June 21, 1952 (the earliest date that a stock acquisition could have been completed where section 334(b)(2) applies to the subsequent liquidation).

Deduction To Be Treated as Section 381 Item

The Technical Corrections Act of 1982 provides that the amortization deduction may carry over in corporate acquisitions to which section 381 of the Code applies. This provision applies to taxable years ending after June 30, 1980.

Manner of Taking Deduction

The deduction is to be claimed by entering the amount of the deduction allowable for the taxable year at the appropriate place on the taxpayer's return for each year in which the deduction is properly claimed. Information relating to the adjusted baiss of each motor carrier operating authority must also be provided on the return on which the deduction for the authority is first taken.

Comments and Requests for a Public Hearing

Before adopting these proposed regulations, consideration will be given to any written comments that are submitted (preferably seven copies) to the Commissioner of Internal Revenue. All comments will be available for public inspection and copying. A public hearing will be held upon written request to the Commissioner by any person who has submitted written comments. If a public hearing is held, noticeof the time and place will be published in the **Federal Register.**

Executive Order 12291 and Regulatory Flexibility Act

The Commissioner of Internal Revenue has determined that this propsed rule is not a major rule as defined in Executive Order 12291. Accordingly, a Regulatory Impact Analysis is not required. The Internal Revenue Service has concluded that although this document is a notice of proposed rulemaking that solicits public comment, the regulations proposed herein are interpretative and the notice and pubic procedure requirements of 5 U.S.C. 553 do not apply. Accordingly, no Regulatory Flexibility Analysis is required for this rule.

Drafting Information

The principal author of these proposed regulations is Robert B. Coplan of the Legislation and Regulations Division of the Office of Chief Counsel, Internal Revenue Service. However, personnel from other offices of the Internal Revenue Service and Treasury Department participated in developing the regulations, both on matters of substance and style.

List of Subjects in 26 CFR 1.9200-1-1.9200-2

Income taxes, Motor carrier operating authorities.

Proposed Amendments to the Regulations

Part 1—[AMENDED]

The proposed amendments to 26 CFR Part 1 are as follows:

Paragraph 1. The following new §§ 1.9200-1 and 1.9200-2 are added to read as follows:

§ 1.9200-1 Deduction for motor carrier operating authority.

(a) *In general.* Section 266 of the Economic Recovery Tax Act of 1981 (Pub. L. 97-34, 95 Stat. 265) provides that, for purposes of chapter 1 of the Internal Revenue Code of 1954, an ordinary deduction shall be allowed in computing the taxable income of all taxpayers who either held one or more motor carrier operating authorities on July 1, 1980, or later acquired a motor carrier operating authority pursuant to a binding contract in effect on July 1, 1980. The deduction for each motor carrier operating authority is to be allowed ratably over a 60-month period and is equal to the adjusted basis of the motor carrier operating authority on July 1, 1980. Except as provided in this section, no deduction is allowable for any diminution in value of any motor carrier operating authority caused by administrative or legislative actions to decrease restrictions on entry into the interstate motor carrier business.

(b) *Person entitled to claim deduction.* In general, the deduction provided by this section for a particular motor carrier operating authority may be claimed only by the taxpayer which held the authority on July 1, 1980. However, if another person acquired the motor carrier operating authority after July 1, 1980, pursuant to a binding contract in effect on that date, the deduction for such authority may be claimed only by the acquirer and may not be claimed by the taxpayer which held the authority on July 1, 1980. A taxpayer, otherwise entitled to claim a deduction under this section, who sells a motor carrier operating authority after July 1, 1980 (in a sale which is not pursuant to a binding contract in effect on July 1, 1980) may not claim an amortization deduction for such authority for any month which begins after the date of such sale. In addition, acquisition of a motor carrier operating authority after July 1, 1980, if not pursuant to a binding contract in effect on July 1, 1980, will not entitle the acquirer to a deduction under this section.

(c) *Allowance of deduction*—(1) *Determination of period for deduction.*—(i) *General rule.* Except as provided in paragraph (c)(1)(ii) of this section, the 60-month period for taking the deduction provided by this section for a particular motor carrier operating authority begins with the month of July 1980, or, if later, the month in which the motor carrier operating authority was acquired pursuant to a binding contract in effect on July 1, 1980.

(ii) *Election.* In lieu of beginning the 60-month period as provided in paragraph (c)(1)(i) of this section, the taxpayer may elect to begin the 60-month period with the first month of the taxpayer's first taxable year beginning after July 1, 1980. This election, if made, shall apply to the deduction for all motor carrier operating authorities either held by the taxpayer on July 1, 1980, or later acquired by the taxpayer by the end of the first taxable year beginning after July 1, 1980, pursuant to a binding contract in effect on July 1, 1980. Any such election will not apply to the determination of the period for amortizing the bases of authorities acquired by the taxpayer after the end of the first month of the first taxable year beginning after July 1, 1980.

(2) *Amount of monthly deduction.* In the case of each motor carrier operating authority for which the taxpayer is entitled (under paragraph (b) of this section) to claim a deduction, the deduction for each month during the 60-month period relating to the motor carrier operating authority is equal to the adjusted basis (determined under paragraph (e) of this section) of the motor carrier operating authority divided by 60.

(d) *Definition of motor carrier-operating authority.* For purposes of § 1.9200-2 and this section, the term "motor carrier operating authority" means a certificate or permit held by a motor common carrier or motor contract carrier of property and issued pursuant to the Revised Interstate Commerce Act, 49 U.S.C. § 10921-10933 (Sup. III 1979). The terms "motor common carrier" and "motor contract carrier" shall be defined as in 49 U.S.C. 10102 (Supp. III 1979).

(e) *Adjusted basis of motor carrier operating authority.*—(1) *In general.* Except as provided in paragraph (e)(2) of this section, the adjusted basis of a motor carrier operating authority for which a deduction is allowed under this section is the adjusted basis of the motor carrier operating authority as determined under sections 1012 and 1016 in the hands of the taxpayer who is entitled to claim the deduction under paragraph (b) of this section.

(2) *Special rule in case of certain stock acquisitions*—(i) *Election by holder.* A corporation entitled to claim a deduction under paragraph (b) of this section for a motor carrier operating authority may elect to allocate a portion of the cost basis of a qualified acquiring party in the stock of an acquired corporation, to the basis of the authority. A qualified acquiring party is a corporation (or a noncorporate person or group of noncorporate persons described in paragraph (e)(2)(ii) of this section) that after June 21, 1952, and on or before July 1, 1980 (or after July 1, 1980 under a binding contract in effect on such date) acquired by purchase, within the meaning of section 334(b)(3) and during a period of not more than 12 months, 80 percent or more of the stock (as described in section 334(b)(2)(B)) of a corporation (the acquired corporation) which held the authority directly or indirectly on the date which is the end of the period of 12 months or less within which such 80 percent of the acquired corporation's stock was purchased. The election to allocate basis in an acquired corporation's stock to the basis in an authority may be made only if 80 percent of all classes of the acquired corporation's stock (other than nonvoting stock which is limited and preferred as to dividends) was acquired by purchase (within the meaning of section 334(b)(3)) during a period of not more than 12 months, as described in section 334(b)(2)(B). If the qualified acquiring party is a corporation, the taxpayer holding the authority on July 1, 1980, may elect the basis allocation of this paragraph only if it is a member of the affiliated group (as defined in section 1504(a)) of which the qualified acquiring party is a member. If there is more than one acquisition of stock that might permit an election to allocate basis under this paragraph (e)(2)(i), the taxpayer may elect to allocate to the authority only the basis in the acquired corporation's stock held by the qualified acquiring party which became a qualified acquiring party as a result of the last of such acquisitions.

(ii) *Certain noncorporate persons treated as qualified parties.* For purposes of paragraphs (e)(2)(i)-(vi) of this section, the term "qualified acquiring party" shall include a

noncorporate person or group of noncorporate persons which, after June 21, 1952 and on or before July 1, 1980, acquired in one purchase, stock in a corporation (the acquired corporation) which at the time of acquisition held, directly or indirectly, a motor carrier operating authority. In order to be treated as a qualified acquiring party under this paragraph, a noncorporate person or group of noncorporate persons must have held stock constituting control (within the meaning of section 368(c)) of the acquired corporation on July 1, 1980. A group of noncorporate persons consists of two or more noncorporate persons who, acting together on the same date, made the required purchase of stock in the acquired corporation.

(iii) *Portion of stock basis allocable to basis of authority when stock of direct holder of authority is acquired.* If the qualified acquiring party acquired the stock of a corporation directly holding the authority, the portion of the stock basis allocable to the basis of the authority is the amount that would have been properly allocable under section 334(b(2) if the qualified acquiring party were a corporation that had received the authority in a distribution of all the acquired corporation's assets in a complete liquidation of the acquired corporation immediately after the acquisition of the acquired corporation's stock. If the acquired corporation's stock was acquired on more than one date, the date on which the liquidation is deemed to have occurred shall be the date which is the date of the last acquisition by purchase of stock of the acquired corporation within the 12-month period described in section 334(b)(2)(B).

(iv) *Portion of stock basis allocable to basis of authority when stock of indirect holder of authority is acquired.* If the qualified acquiring party acquired the stock of a corporation indirectly holding the authority (such as by owning all of the stock of a subsidiary that directly holds the authority), a portion of the qualified acquiring party's cost basis in the stock of the acquired corporation may be allocated to the basis in the operating authority. The portion allocable is the amount that would have been properly allocable under section 334(b)(2) if, immediately before the liquidation of the acquired corporation on the date of the last acquisition by purchase of stock of the acquired corporation within the 12-month period described in section 334(b)(2)(B), the authority had been transferred in such a way that the qualified acquiring party would have received direct ownership of the authority upon the liquidation of the acquired corporation immediately after the acquisition.

(v) *Other assets to be accounted for.* For purposes of paragraphs (e)(2) (iii) or (iv) of this section, in determining the portion of stock basis properly allocable to the operating authority under section 334(b)(2), the portion of the qualified acquiring party's basis in the acquired corporation's stock that would have been allocable following the liquidation to other assets of the acquired corporation, including intangible assets such as goodwill and going concern value, must be taken into account.

(vi) *Adjustments to basis in acquired corporation's stock and other assets.* If a taxpayer makes the election provided by paragraph (e)(2)(i) of this section, the qualified acquiring party's basis in the stock of the acquired corporation shall be decreased, effective as of July 1, 1980, by the amount determined by the following formula:

$$\frac{\text{basis in acquired corporation's stock}}{\text{basis in acquired corporation's stock plus unsecured liabilities of acquired corporation}} \times \text{amount allocated to basis in authority.}$$

In addition, if the aggregate basis of the assets of the acquired corporation other than the authority as of July 1, 1980 (reduced by the liabilities secured by such assets) exceeds the qualified acquiring party's basis in the stock of the acquired corporation remaining after application of the preceding sentence, then the bases of such assets shall be reduced proportionately so that their aggregate basis as of such date (minus secured liabilities) is equal to such remaining stock basis. If the acquired corporation held the authority indirectly, appropriate basis reductions shall be made to reflect the transfers deemed to have occurred under paragraph (e)(iv) of this section.

(vii) *Pre-TEFRA law applies.* References made in this section to section 334 of the Code relate to such section as it existed before amendment by the Tax Equity and Fiscal Responsibility Act of 1982.

(f) *Adjustment to basis of motor carrier operating authority.* A taxpayer's basis in a motor carrier operating authority must be reduced by the amount of any amortization deductions allowable to the taxpayer under this section.

(g) *Examples.* The principles of this section may be illustrated by the following examples:

Example (1). (i) Corporation X acquired all the stock of corporation Y for $130,000 in 1970. Y's assets at the time of acquisition consisted of a motor carrier operating authority valued at $210,000, in which it has a basis of $60,000, and trucks with a fair market value of $70,000 and an aggregate basis of $30,000. Y has $50,000 of liabilities secured by the trucks and $100,000 of unsecured liabilities. Both X and Y use a June 30 fiscal year for tax purposes.

(ii) Y is the only taxpayer eligible to claim a deduction under § 1.9200–1(b). If X sold its Y stock to Z in October 1980 (other than pursuant to a binding contract in effect on July 1, 1980), Y would continue to be the only taxpayer eligible to claim the deduction. However, if Y sold the operating authority to W in February 1981, neither Y nor W would be eligible to claim the monthly deduction for the remainder of the 60-month period. Also, Y would realize gain or loss on the sale after reducing its basis in the authority by any amortization claimed for the period prior to the sale.

(iii) Y must begin the 60-month period in July 1980 unless it elects under paragraph (c)(1)(ii) of this section to begin the 60-month period with the first month of the first taxable year beginning after July 1, 1980, which in Y's case would be July 1981.

(iv) Y's allowable monthly deduction is equal to its adjusted basis in the operating authority of $60,000, divided by 60, or $1,000. However, Y may elect under § 1.9200–1(e)(2) to allocate to its basis in the authority a portion of X's basis in Y stock, since X is a qualified acquiring party under paragraph (e)(2)(i) of this section and Y is a member of an affiliated group of which X is a member. Assuming Y makes the election, Y may allocate to the basis of the authority the amount of X's basis in Y stock that would have been allocable under section 334(b)(2) if X had received the authority in a distribution of all of Y's assets in a complete liquidation of Y immediately after X acquired Y's stock. Therefore, for purposes of the allocation, X's $130,000 cost basis in Y stock is deemed to be increased by Y's $100,000 of unsecured liabilities to $230,000. Of the $230,000 deemed basis, $210,000 is allocated to the authority and $20,000 to the trucks. Y's allowable monthly amortization deduction would be $210,000 divided by 60, or $3,500. X's $130,000 cost basis in its Y stock must be decreased to $11,304 as provided in paragraph (e)(2)(vi) of this section. Y's $30,000 aggregate basis in its trucks remains unchanged.

Example (2). Assume the same facts as in Example (1), except that Y's aggregate basis in the trucks is $90,000. If Y makes the election under § 1.9200–1(e)(2), the same allocation as in Example (1) would occur. However, in addition to the decrease in X's basis in its Y stock to $11,304, the $90,000 aggregate basis in the trucks must be reduced to $61,304 (so that the $61,304 basis minus secured liabilities of $50,000 is equal to X's $11,304 remaining stock basis).

§ 1.9200–2 Manner of taking deduction.

(a) *In general.* The deduction provided by § 1.9200–1 shall be taken by multiplying the amount of the monthly deduction determined under § 1.9200–1(c)(2) for each motor carrier operating authority by the number of months in the taxable year for which the deduction

is allowble, and entering the resulting amount at the appropriate place on the taxpayer's return for each year in which the deduction is properly claimed. Additionally, in any year in which falls the first month of a 60-month period selected pursuant to § 1.9200–1(c)(1), a statement must be attached to the return showing the manner in which the adjusted basis of each motor carrier operating authority was determined.

(b) *Filing and amendment of returns.* A taxpayer who has filed its return for the taxable year that includes July 1, 1980 claiming the deduction allowed under § 1.9200–1, may amend its return for such year in order to elect under § 1.9200–1(c)(1)(ii) to begin the 60-month period in the subsequent taxable year. A taxpayer eligible to take the deduction under § 1.9200–1 who has filed its return for the taxable year that includes July 1, 1980 without claiming the deduction, may (1) file an amended return or claim for refund for such year claiming the deduction, or (2) elect to begin the 60-month period by claiming the appropriate deduction on its return for the following taxable year.

(c) *Deduction taken for operating authority other than under § 1.9200–1.* If a deduction other than the deduction allowed under § 1.9200–1 was taken in any taxable year for the reduction in value of a motor carrier operating authority caused by administrative or legislative actions to decrease restrictions on entry into the interstate motor carrier business, the taxpayer should file an amended return for such taxable year which computes taxable income without regard to such deduction.

Par. 2. Section 1.1502–32 is amended by removing the word "and" at the end of paragraph (d)(1)(i)(*b*), by adding ", and" in lieu of the period at the end of paragraph (d)(1)(i)(*c*), and by adding a new paragraph (d)(1)(i)(*d*) to read as follows:

§ 1.1502–32 Investment adjustment.

* * * * *

(d) * * *

(1) * * *

(i) * * *

(*b*) * * *

(*c*) * * *, and

(d) In computing the earnings and profits of a member holding one or more motor carrier operating authorities who makes the election under § 1.9200–1 (e)(2), the annual amortization deduction allowed under § 1.9200–1 shall not be taken into account.

(Sec. 266 of the Economic Recovery Tax Act of 1981, Pub. L. 97–34, 95 Stat. 265 and Sec. 7805 of the Internal Revenue Code of 1954, 68A Stat. 917, 26 U.S.C. 7805)

Roscoe L. Egger, Jr.,

Commissioner of Internal Revenue.

[FR Doc. 83–14934 Filed 6–3–83; 8:45 am]

BILLING CODE 4830–01–M

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26 CFR Part 1

[LR–125–78]

Imposition of Accumulated Earnings Tax on Corporations Having Foreign Corporate Shareholders; Withdrawal of Notice of Proposed Rulemaking

AGENCY: Internal Revenue Service, Treasury.

ACTION: Withdrawal of notice of proposed rulemaking.

SUMMARY: This document withdraws the notice of proposed rulemaking relating to imposition of accumulated earnings tax on corporations having foreign corporate shareholders that appeared in the **Federal Register** on December 22, 1980 (45 FR 84088).

FOR FURTHER INFORMATION CONTACT: Carol T. Doran of the Legislation and Regulations Division, Office of Chief Counsel, Internal Revenue Service, 1111 Constitution Ave., N.W., Washington, D.C. 20224, Attention: CC:LR:T (LR–125–78), 202–566–3289, not a toll-free call.

SUPPLEMENTARY INFORMATION:

Background

This document withdraws the notice of proposed rulemaking that appeared in the **Federal Register** on December 22, 1980 (45 FR 84088). The notice proposed amendments to the regulations under sections 532, 533, 535, and 537 of the Internal Revenue Code of 1954. The principal purpose of the proposed amendments was to apply the accumulated earnings tax to corporations accumulating earnings and profits to avoid the income tax on distributions to foreign corporate shareholders.

Drafting Information

The principal author of this document is Carol T. Doran of the Legislation and Regulations Division, Office of the Chief Counsel, Internal Revenue Service. However, personnel from other offices of the Internal Revenue Service and Treasury Department participated in developing this document, both in matters of substance and style.

Withdrawal of Proposed Amendments

The proposed amendments to 26 CFR Part 1 relating to imposition of accumulated earnings tax on corporations having foreign corporate shareholders and published in the **Federal Register** on December 22, 1980 (45 FR 84088), are hereby withdrawn.

Roscoe L. Egger, Jr.,

Commissioner of Internal Revenue.

[FR Doc. 83–15046 Filed 6–3–83; 8:45 am]

BILLING CODE 4830–01–M

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26 CFR Part 1

[LR–4–82]

Travel Expenses of Members of Congress; Withdrawal of Notice of Proposed Rulemaking

AGENCY: Internal Revenue Service, Treasury.

ACTION: Withdrawal of notice of proposed rulemaking.

SUMMARY: This document withdraws the notice of proposed rulemaking relating to travel expenses of Members of Congress that was published in the **Federal Register** for January 21, 1982 (47 FR 3006).

FOR FURTHER INFORMATION CONTACT: Linda M. Kroening of the Legislation and Regulations Division, Office of the Chief Counsel, Internal Revenue Service, 1111 Constitution Avenue, N.W., Washington, D.C. 20224 (Attention: CC:LR:T) (202–566–3297, not a toll-free call).

SUPPLEMENTARY INFORMATION:

Background

This document withdraws the notice of proposed rulemaking that appeared in the **Federal Register** on January 21, 1982 (47 FR 3006). That notice was cross-reference to temporary regulations under section 274 of the Internal Revenue Code of 1954 (47 FR 2987) and provided rules whereby deductions for traveling expenses of Members of Congress could be claimed without substantiation.

Subsequent to the issuance of the notice of proposed rulemaking section 162(a) and 280A(f)(4) of the Code were amended by section 215 of the Urgent Supplemental Appropriations Act, 1982 (Pub. L. 97–216, 96 Stat. 194). The amendments limited deductions by Members of Congress for living expenses to a maximum of $3,000 per taxable year and provided that substantiation of such deductions could be required. The amendments were effective for taxable years beginning after December 31, 1981. Due to these amendments, the Internal Revenue Service has decided to withdraw the proposed regulations.

Drafting Information

The principal author of this document was Linda M. Kroening of the Legislation and Regulations Division, Office of the Chief Counsel, Internal Revenue Service. However, personnel from other offices of the Internal Revenue Service and Treasury Department participated in developing this document, both on matters of substance and style.

The proposed amendments to 26 CFR Part 1 relating to travel expenses of Members of Congress published in the **Federal Register** (47 FR 3006) on January 21, 1982, are hereby withdrawn.

Roscoe L. Egger, Jr.,

Commissioner of Internal Revenue.

[FR Doc. 83-15045 Filed 6-3-83; 8:45 am]

BILLING CODE 4830-01-M

DEPARTMENT OF THE INTERIOR

Office of Surface Mining Reclamation and Enforcement

30 CFR Part 942

Public Comment and Opportunity for Public Hearing on Modified Portions of the Tennessee Permanent Regulatory Program

AGENCY: Office of Surface Mining Reclamation and Enforcement (OSM), Interior.

ACTION: Proposed rule.

SUMMARY: OSM is announcing procedures for the public comment period and for a public hearing on the substantive adequacy of proposed amendments to the Tennessee permanent regulatory program under the Surface Mining Control and Reclamation Act of 1977 (SMCRA). The amendments submitted by Tennessee for the Secretary's approval include modifications intended to satisfy nine of the Secretary's conditions of approval of the Tennessee permanent program.

DATE: Written comments must be received on or before 4:00 p.m. on July 6, 1983, to be considered in the Secretary's decision to approve or disapprove the proposed amendments.

A public hearing on the proposed modifications has been scheduled for June 27, 1983, at the address listed below under "ADDRESSES." Any person interested in making an oral or written presentation at the hearing should contact Mr. James Curry at the address below by June 20, 1983. If no person has contacted Mr. Curry by this date to express an interest to participate in this hearing, the hearing will be cancelled. If only one person requests to comment, a public meeting, rather than a public hearing, may be held and the results of the meeting included in the Administrative Record.

ADDRESSES: The public hearing will be held starting at 7 p.m. at the TVA Office Complex, Plaza West Towers, Room C-36, 400 West Summit Hill Drive, Knoxville, Tennessee 37901.

Written comments should be mailed or hand-delivered to Mr. James Curry, Field Office Director, Office of Surface Mining Reclamation and Enforcement, 530 Gay Street, S.W., Suite 400, Knoxville, Tennessee 37902.

Copies of the proposed modifications to the Tennessee program, a listing of any scheduled public meetings and all written comments received in response to this notice will be available for review at the OSM Offices and the Office of the State Regulatory Authority listed below, 8:00 a.m. to 4:00 p.m., excluding holidays:

Office of Surface Mining Reclamation and Enforcement, Administrative Record Room, 1100 "L" Street, NW., Washington, D.C. 20240.

Office of Surface Mining Reclamation and Enforcement, Field Office, 530 Gay Street, S.W., Suite 400, Knoxville, Tennessee 37902; Telephone: (615) 523-9523.

Tennessee Department of Public Health, Division of Surface Mining and Reclamation, 305 W. Springdale Avenue, Knoxville, Tennessee 37917.

FOR FURTHER INFORMATION CONTACT: Mr. James Curry, Field Office Director, Office of Surface Mining, 530 Gay Street, S.W., Knoxville, Tennessee 37902; Telephone: (615) 523-9523.

SUPPLEMENTARY INFORMATION: The Tennessee surface coal mining regulatory program was conditionally approved by the Secretary on August 10, 1982 (47 FR 34724-34754). The approval was conditioned on the State's correction of 11 minor deficiencies in its program.

Information pertinent to the general background, revisions, modifications and amendments to the proposed permanent program submission, as well as the Secretary's findings, the disposition of comments and explanation of the conditions of approval of the Tennessee program can be found in the August 10, 1982 **Federal Register** (47 FR 34724-34754).

Submission of Revisions

On May 2, 1982, OSM received program amendments submitted by the Tennessee Division of Surface Mining (DSM) which are intended to satisfy conditions (b), (c), (d), (e), (f), (g), (h), (i), and (j) of the Secretary's approval of the Tennessee regulatory program. Set forth below is a general description of the provisions submitted by the State and of the conditions they are intended to satisfy.

Condition (b)

Condition (b) specifies that termination of the approval found in 30 CFR 942.10 will be initiated on April 30, 1983, unless Tennessee submits to the Secretary by that date copies of promulgated regulations containing definitions of "surface mining activities" and "surface coal mining operations" which are consistent with Federal requirements, and which make it clear that "surface coal mining operations" has the same meaning as the State's term "surface mining operations."

To address condition (b), Tennessee submitted to OSM a proposed amended version of Rule 0400-1-1.03 which 1) establishes definitions of "surface mining activities" and "surface coal mining operations" which, the State indicated, are consistent with the Federal requirements and 2) which clarifies that "surface coal mining operations" has the same meaning as the State's term "surface mining operations."

Condition (c)

Condition (c) stipulates that termination of the approval found in 30 CFR 942.10 will be initiated on April 30, 1983, unless Tennessee submits to the Secretary by that date, copies of promulgated regulations which correct the typorgraphical and editorial errors identified in the June 4, 1982, letter to the State (See OSM Administrative Record TN-526).

In satisfaction of this condition, Tennessee submitted to OSM revised promulgated regulations which correct the typographical errors and editorial errors referenced above. The State also submitted to OSM a list of eight errors identified in OSM's June 4, 1982, letter to the State which the State inadvertently failed to correct. The Director, DSM, advised OSM that the eight remaining editorial errors in the rules would be corrected in the near future.

Condition (d)

Condition (d) specifies that termination of the approval found in 30 CFR 942.10 will be initiated on April 30, 1983, unless Tennessee submits to the Secretary by that date, copies of promulgated regulations which delete the exception to the limitation on bare areas in Tennessess's underground mining regulations for evaluating vegetation survival which says, "unless

such areas are too stony to support vegetation."

To address condition (d), Tennessee submitted to OSM a copy of regulation 0400-1-15-.62, as amended, from which the State has deleted the above-cited exception to the limitation on bare areas.

Condition (e)

Condition (e) stipulates that termination of the approval found in 30 CFR 942.10 will be initiated on April 30, 1983, unless Tennessee submits to the Secretary by that date, copies of promulagated regulations which include the missing requirements for a water quality protection plan in the permit application to require information in the plan to be represented by a "detailed description, with appropriate maps and cross-section drawings," and unless Tennessee submits to the Secretary by that date, either copies of promulgated regulations which delete the redundant and incomplete TR 0400-1-5-.22 or assurance that TR 0400-1-5-.32 is the controlling regulation for the water quality protection plan for underground mining.

As required by condition (e), Tennessee submitted a proposed amended version of Rule 0400-1-5-.32 which includes requirements pertaining to the water quality protection plan to be included in the permit application. Tennessee also submitted a proposed amendment which deletes Rule 0400-1-5-.22.

Condition (f)

Condition (f) specifies that termination of the approval fund in 30 CFR 942.10 will be initiated on April 30, 1983, unless Tennessee submits to the Secretary by that date, copies of promulgated regulations which include provisions for location of natural and man-made features that are no less effective than 30 CFR 779.24 (d), (e), (h), and (j), 779.25(j), 783.24 (d), (e), (h), and (j), and 783.25(j).

As required by condition (f), Tennessee submitted promulgated regulations 0400-1-2-.29, 0400-1-2-.32, 0400-1-5-.29, 0400-1-5-.32, 0400-1-9-.10, which, the State indicated, are no less effective than 30 CFR 779.24 (d), (e), (h) and (j), 779.25(j), 783.24 (h) and (j), and 783.25(j). Tennessee also submitted a proposed amended version of item 9 of subparagraph (c) of paragraph 2 of Rule 0400-1-5-.34 which, the State indicated, includes provisions consistent with 30 CFR 783.24 (d) and (e).

Condition (g)

Condition (g) specifies that termination of the approval found in 30 CFR 942.10 will be initiated on April 30, 1983, unless Tennessee submits to the Secretary by that date, copies of promulgated regulations, or otherwise amends its program to include parameters for determining significant departures from the approved permit for purposes of requiring a formal review of a proposed permit revision.

To address condition (g), Tennessee submitted to OSM a copy of proposed amended rule 0400-1-3-.17 which provides parameters for determining significant departures from the approved permit.

Condition (h)

Condition (h) specifies that termination of the approval found in 30 CFR 942.10 will be initiated on April 30, 1983, unless Tennessee submits to the Secretary by that date, copies of promulgated regulations concerning the five year period of liability under performance bond, which provide that such period shall begin "after the last year" of augmented seeding, fertilizing, irrigation, or other work, as required by SMCRA.

To address condition (h), Tennessee has submitted to OSM a proposed amended version of paragraph (2) of Rule 0400-1-7-.05 which provides that the five year period of liability under performance bond shall begin "after the last year" of augmented seeding, fertilizing or other work.

Condition (i) and (j)

Condition (i) specifies that "termination of the approval found in 30 CFR 942.10 will be initiated on April 30, 1983, unless Tennessee submits to the Secretary by that date, additional documentation for Chapters VII (1), (4), (5), (6), (7), (8), (9), (15), and (16) of the Tennessee program concerning procedures and forms for permitting, inspection and enforcement, which is complete and adequate to describe the State's intended methods of implementing the program."

Condition (j) of the Secretary's approval specifies that "termination of the approval in 30 CFR 942.10 will be initiated on April 30, 1983, unless Tennessee submits to the Secretary by that date, additional information for Chapters V, VI, X, XI and XII of the Tennessee Program concerning staffing and funding, which includes sufficient documentation to show that the State will have qualified personnel and funding adequate to implement all aspects of the State program."

The original deadline established by the Secretary for Tennessee to satisfy conditions (i) and (j) was October 31, 1982. In satisfaction of these conditions, Tennessee submitted on November 1, 1982, amendments to Chapters V, VI, and VII of the approved Tennessee program. In the December 3, 1982, **Federal Register** (47 FR 54474), OSM announced receipt of these amendments and invited public comment on them.

Subsequently, on February 15, 1983, the Governor of Tennessee transferred the Division of Surface Mining (DSM) from the Department of Conservation to the Department of Public Health. Because of this transfer, the Secretary granted Tennessee an extension until April 30, 1983, to satisfy conditions (i) and (j) in order to allow the State time to further amend the program chapters referenced above to reflect the agency reorganization. (See 48 FR 8058, February 25, 1983.) On May 2, 1983, OSM again received amendments submitted by Tennessee intended to satisfy conditions (i) and (j). The amendments, which revise the chapters cited above, reflect the transfer of DSM from the Department of Conservation to the Department of Public Health.

The Secretary invites comment on the adequacy of the amendments submitted by the State in satisfying conditions (b)-(j). The full text of the material submitted by the State is available for public review at the address listed above under "ADDRESSES."

Because some of the material submitted by the State was in proposed rather than promulgated form, OSM would like to point out that the Secretary will not approve any of the proposed amendments submitted to OSM by Tennessee unless the State promulgates them in the same form as submitted to OSM on May 2 and as reviewed by the public. If changes are made to any of the provisions which were submitted to OSM in proposed form before the State promulgates them, OSM will reexamine the provisions as modified and reopen the comment period on the adequacy of the amendments in satisfying the conditions.

Additional Determinations

1. *Compliance with the National Environmental Policy Act:* The Secretary has determined that, pursuant to Section 702(d) of SMCRA, 30 U.S.C. 1292(d), no environmental impact statement need be prepared on this rulemaking.

2. *Executive Order No. 12291 and the Regulatory Flexibility Act:* On August 28, 1981, the Office of Management and Budget (OMB) granted OSM an exemption from Sections 3, 4, 7, and 8 of Executive Order 12291 for actions directly related to approval or

conditional approval of State regulatory programs. Therefore, this action is exempt from preparation of a Regulatory Impact Analysis and regulatory review by OMB.

The Department of the Interior has determined that this rule would not have a significant economic effect on a substantial number of small entities under the Regulatory Flexibility Act (5 U.S.C. 601 *et seq.*). This rule would not impose any new requirements; rather, it would ensure that existing requirements established by SMCRA and the Federal rules will be met by the State.

3. *Paperwork Reduction Act:* This rule does not contain information collection requirements which require approval by the Office of Management and Budget under 44 U.S.C. 3507.

List of Subjects in 30 CFR Part 942

Coal mining, Intergovernmental relations, Surface mining, Underground mining.

(Pub. L. 95-87, Sec. 523(c); 30 U.S.C. 1273(c))

Dated: May 31, 1983.

J. Steven Griles,

Acting Director, Office of Surface Mining.

[FR Doc. 83-15096 Filed 6-3-83; 8:45 am]

BILLING CODE 4310-05-M

DEPARTMENT OF TRANSPORTATION

Coast Guard

33 CFR Part 162

[CGD 78-151]

Inland Waterways Navigation Regulations; Connecting Waters From Lake Huron to Lake Erie

AGENCY: Coast Guard, DOT.

ACTION: Proposed rule.

SUMMARY: The Coast Guard is proposing regulations that would amend the existing inland waterways navigation regulations for the connecting waters from Lake Huron to Lake Erie. The purpose of this action is to modernize and simplify the requirements, and to make them compatible with the requirements of the Canadian Coast Guard in the Canadian portion of the waterway.

DATE: Comments must be received on or before September 6, 1983.

ADDRESSES: Comments may be mailed to Commandant (G-CMC/44) (CGD 78-151), U.S. Coast Guard, Washington, D.C. 20593. Comments may be delivered to and will be available for inspection and copying at the Marine Safety Council (G-CMC/44), Room 4402, U.S. Coast Guard Headquarters, 2100 Second Street, SW., Washington, D.C. 20593, between the hours of 8 a.m. and 4 p.m. Monday though Friday, except Federal holidays.

FOR FURTHER INFORMATION CONTACT: Mr. Edward J. LaRue, Jr., Project Manager, Office of Marine Environment and Systems, Room 1606, U.S. Coast Guard Headquarters, 2100 Second Street, SW., Washington, D.C. 20593, (202) 426-4958, between the hours of 8 a.m. and 4 p.m. Monday through Friday, except Federal holidays.

SUPPLEMENTARY INFORMATION: Interested persons are invited to participate in this proposed rulemaking by submitting written views, data, or arguments. Written comments should include the docket number (CGD 78-151), the specific section of the proposal to which each comment applies, and the reason for the comments. Commenters should include their name and address. Those desiring acknowledgement that their comments have been received should enclose a stamped, self-addressed postcard or envelope.

The proposal may be changed in view of the comments received. All comments received before the expiration date of the comment period will be considered before final action is taken on this proposal. No public hearing is planned but one may be held if written requests for a hearing are received and it is determined that the opportunity to make oral presentations will aid in the rulemaking process.

Drafting Information

The principal persons involved in drafting this proposal are Mr. Edward J. LaRue, Jr., Project Manager, Office of Marine Environment and Systems, and Lieutenant Mark Hanlon, Staff Attorney, Office of the Chief Counsel.

Discussion of the Proposed Regulations

On September 29, 1977, responsibility for certain inland waterways navigation regulations was transferred from the U.S. Army Corps of Engineers to the Coast Guard (42 FR 51758). At that time, the regulations were moved from 33 CFR Part 207 to 33 CFR Part 162 with only minor editorial changes. The Coast Guard is now proposing minor procedural and editorial changes to the regulations governing the connecting waters from Lake Huron to Lake Erie. The changes will simplify the regulations, remove outdated requirements, and make the regulations consistent with current practices on the waterways. The changes will also make them compatible with regulations presently being drafted by the Canadian authorities to cover their portion of the waterways.

In drafting these proposed regulations, the provisions of the existing regulations have been incorporated except as noted. Provisions which have been transferred without substantive change are not discussed in the following paragraphs unless confusion might result without some explanation. The proposed regulations have been organized in the format and style of vessel traffic service regulations. These regulations are similar in content to the various vessel traffic service regulations and the Coast Guard feels that the regulations would be clearer to the reader if a similar format is used.

The existing regulations are found at §§ 162.135 and 162.140 of Title 33, Code of Federal Regulations. In order to arrange the regulations in a simple and logical manner, the proposed rules have been revised and redesignated using §§ 162.130 through 162.140. A section by section redesignation table can be found at the end of the discussion of the proposed regulations.

Applicability, § 162.130(b)

Proposed § 162.130(b) would change the applicability of the existing speed rules (§ 162.135(d)) from "commerical vessels 65 feet or greater in length" to "vessels 20 meters or more in length". This has a twofold purpose. First, vessels of equal size, commercial or otherwise, could cause equal damage due to excessive speed. Second, although the actual size limit changes very little, 20 meters is a standard of vessel length used in other maritime related laws and regulations. Adopting this standard will make it easier for the mariner to remember that the rules apply.

Proposed § 162.130(b)(3) would establish the type and size of vessels to which the security calling rules (proposed § 162.132), the traffic rules (proposed § 162.134), and the anchorage rules (proposed § 162.136) would apply. The vessels described are essentially the same (20 meters equals 65.7 feet, 8 meters equals 26.2 feet) as the ones to which the provisions of the existing Joint United States Coast Guard-Canadian Coast Guard Contingency Plan for Emergency Vessel Traffic Management on the Detroit and St. Clair Rivers apply. The existing requirements apply to vessels 65 feet and over and 26 feet and over, respectively.

The vessels required to participate in the contingency plan are the same as those required to have a VHF-FM radiotelephone by the Agreement Between the United States and Canada for Promotion of Safety on the Great Lakes by Means of Radio, 1973. Since

the United States and Canada have previously established the size and type of vessels to which navigation safety and communication rules should apply, the Coast Guard is proposing to use essentially the same limits for these regulations. Few vessels are built with lengths between 65 and 65.7 feet or between 26 and 26.2 feet.

Definitions, § 162.130(c)

Several definitions have been added in proposed § 162.130(c). "Harbor Master" and "Regional Director" would identify Canadian officials who exercise responsibilites similar to the U.S. Coast Guard Captain of the Port and District Commander. "SARNIA TRAFFIC" would identify the Canadian traffic center at Sarnia, Ontario. A definition of "Security Call" would be included for clarity. Although the term is used in the existing regulations (§ 162.140(f)), it is not defined.

Security Calling and Reporting Rules, § 162.132

Proposed § 162.132 would require various radiotelephone security calls. Presently, § 162.140(f) requires security calls when a vessel is entering, leaving, or obstructing the Rouge River or the Short Cut Canal. Also, District Commander Order No. 1-78 (NAV ORDER 1-78) requires vessel masters to coordinate their movements in order to avoid meeting in an area around the Blue Water Bridge in the St. Clair River. This is accomplished by use of bridge-to-bridge radiotelephone. Vessels also make random radiotelephone calls throughout the waterway in order to facilitate meeting and overtaking. The Coast Guard is proposing to formalize the security calling procedures by establishing fixed calling points throughout the waterway. Although radiotelephone calls are usually made voluntarily by mariners, there is a need to avoid overcrowding the calling frequency. This is particularly important during the pleasure boating season. Therefore, the Coast Guard is proposing to require security calls by vessels only at certain geographic points or when performing certain operations. These requirements, coupled with an effort to make the boating public in the area aware of the congestion problem, should substantially reduce unnecessary radio transmissions. This, in turn, should facilitate the required communications.

Proposed § 162.132(b)(1) lists the locations at which vessels transiting the waterway would make calls. A vessel transiting the entire waterway (approximately 90 miles) would be required to make a total of 6 calls, whether upbound or downbound. A call would be required if a vessel is entering or leaving the Rouge River or Short Cut Canal. Proposed § 162.132(b)(2) would require vessels to make a security call when getting underway in two portions of the waterway that are narrow and/or visually obstructed. Proposed § 162.132(c) would require vessels to make a security call before maneuvering to come about.

The security calls outlined above are designed to establish a pattern of regular communication among certain types of vessels. The intent is to provide safe meeting and overtaking situations while maintaining smooth traffic flow. Because the security calls are usually made by the person conning the vessel, without leaving his or her station, the proposed requirements should add little or no burden to the mariner.

Proposed § 162.132(d) would require the master of a vessel to make a report of impairment or other hazard. The requirements which deal with impairment of a vessel's navigation (proposed § 162.132(d)(1)) and difficulty with towing (proposed § 162.132(d)(2)) are common to vessel traffic services and similar to an existing requirement (33 CFR 161.15) that, in all U.S. navigable waters, the Coast Guard is to be notified of a hazardous condition aboard a vessel.

Proposed § 162.132(e) would allow an exemption from compliance with the calling and reporting requirements of a vessel's radiotelephone equipment had failed.

Traffic Rules, § 162.134

The bulk of the traffic rules in proposed § 162.134 are simply the existing requirements, reworded and reorganized. Rather than list the traffic rules by type of requirement, they are organized geographically in the order the mariner meets them when navigating from Lake Erie to Lake Huron.

A "Note" to proposed § 162.134(b) informs the mariner that he or she may proceed down the Amherstburg Channel only with authorization from the proper authority. The downbound channel is presently restricted to passenger vessels. The Amherstburg Channel is entirely in Canadian waters. The relaxation of the regulation is being proposed by the Canadian authorities. It has been included for consistency.

Proposed § 162.134(d) would restrict vessels to overtaking only towing vessels in the Detroit River near Belle Isle. This area is almost entirely Canadian waters and the requirement is one which the Canadian government has proposed. It has been included in these regulations for the sake of consistency.

Proposed § 162.134(g) would make permanent a requirement foir a zone of alternating one way traffic in the St. Clair River in the vicinity of Blue Water Bridge. The waterway in this area has a channel width of approximately 400 feet at the bridge and widens to about 1400 feet near Port Huron Traffic Lighted Buoy (two miles downstream). The channel is in the shape of an "S" curve and the current flows at speeds up to 6 miles per hour. The U.S. Army Corps of Engineers (COE) institude a one way traffic zone in the area primarily as a result of the collision between the S.S. PARKER EVANS and the S.S. SIDNEY E. SMITH in 1972. When the responsibility for these Inland Waterways Navigation Regulations was shifted to the Coast Guard in 1977, the one way restriction was continued by District Commander Navigation Order. At this time the Coast Guard proposes to make it a permanent requirement.

Proposed § 162.134(g) would prohibit meeting, overtaking, and coming about in the zone. Vessels approaching the zone would indicate their intentions using the radiotelephone at the fixed calling points. Before entering the zone, vessels would also coordinate their movements by radiotelephone following the procedures outlined in proposed § 162.132. A downbound vessel would have the right of way if it passes Lake Huron Cut Lighted Buoy 7 and upbound vessel enters the zone. Vessels in transit would also have the right of way over vessels getting underway in the zone.

Anchorage Rules, § 162.136

Proposed § 162.136(a) (1) and (2) describe the areas in the Detroit and St. Clair Rivers where vessels may normally anchor. In proposed § 162.136(a) the provisions of existing § 162.135(f)(1) (2), and (3) have been condensed and simplified and specific geographic references have been deleted. The purpose of the existing sections is to prohibit the obstruction of traffic by vessels both underway and at anchor. The Coast Guard feels that proposed § 162.136(b) in conjuction with the new Inland Navigation Rules will accomplish this and that additional language is unnecessary. The tonnage limitation (500 gross tons) has been deleted because it is no longer considered an appropriate standard of measure. The proposed limit (20 meters) is discussed under "Applicability, § 162.135(b)". The area of "Canadian waters just above Fighting Island" exists as an anchorage by authority of the Canadian government. This information is included in a "Note" to proposed § 162.136. In the Saint Clair River, there

are no specified anchorages. Vessels have traditionally anchored where they could find good ground and avoid obstructing dredged channels or steering ranges. The Coast Guard is proposing to make this practice a permanent requirement.

Speed Rules, §162.138

Proposed §162.138(a) would require vessels of 20 meters or more in length to normally proceed at a speed not greater than 12 statute miles per hour (10.4 knots) in the waters to which this section applies. The speed rules which presently exist are somewhat complicated. The limits range from 9 to 14 m.p.h. in parts of the Detroit and St. Clair Rivers. Speed limits have proven to be necessary to enhance navigation safety and to reduce shoreline property damage. However, informal consultation with the Canadian Coast Guard suggests that a uniform speed limit of 12 m.p.h. throughout the waterway would be as effective as the complex requirements which presently exist.

Modifying the existing limits would, of course, involve raising the limit in some area and lowering it in others. The Coast Guard feels this would be safely accomplished by the proposed speed rules and the traffic rules in proposed § 162.134 (which restrict meeting and overtaking in certain areas).

It is generally assumed that the faster a vessel proceeds, the more damaging the wake produced. Observation of the patterns or vessel wakes suggests that speed is not necessarily the most critical factor with regard to the size of the wake generated. The beam, draft, and design of a vessel have an effect on the wake. The ratio of a vessel's a beam to the width of the waterway can also be a factor. A number of vessels navigating in a waterway will compound the effects of a single vessel's wake. For example, if a vessel passes another in a narrow channel, wave height will usually increase and the transverse stern waves of the vessels may be superimposed. It is believed that the proposed speed limit will not necessarily increase wake damage and should enhance traffic flow. In addition, restriction of meeting and overtaking in some critical areas should serve to minimize the effects of vessels' wakes.

The Coast Guard does not intend to change the speed limit in the Rouge River because the present limit adequately controls vessel wakes while allowing vessels to maintain steerage. However, the existing regulations in the Rouge River have a different applicability from the existing regulations which cover the Detroit and St. Clair Rivers. For the sake of consistency, the Coast Guard proposes to change the applicability of the speed rules for the Rouge River from "vessels of 100 gross tons or more" to "vessels of 20 meters or more in length". This would simplify the regulations and bring them in line with the applicability of the other speed regulations in the area.

Miscellaneous rules, § 162.140

Proposed § 162.140(a) contains rules aimed at preventing towing vessels from obstructing navigation in the waterway. The existing regulations contain a general prohibition of obstruction of navigation. The Coast Guard feels this is a valid concern which is dealt with by Rule 9 of the Inland Navigation Regulations. However, towboats making up, breaking, and anchoring tows in the waterway would not be effectively covered if the existing regulation was simply deleted in favor of Rule 9. Therefore, the Coast Guard proposes two specific rules regarding towboats operating in the waterway.

Proposed § 162.140(a)(1) would require tows to be dropped or anchored only in the authorized anchorages. Proposed § 162.140(a)(2) would prohibit towing vessels from obstructing navigation while arranging tows.

As previously discussed under "Traffic rules, § 162.134", the area around Blue Water Bridge is particularly hazardous to navigation. In view of the swift current and narrow, winding channel, the Coast Guard believes that only underway operations that are absolutely necessary should be carried out in this stretch of water. Therefore, proposed § 162.140(b) would prohibit vessels from taking on, discharging, or exchanging pilots in the one way traffic zone near Blue Water Bridge.

Disposition of existing regulations

This supplementary information shows the disposition of the existing regulations in 33 CFR 162.135 and 162.140. As indicated in the following table, most of the existing regulations have been included (though reworded) in the proposed regulations. Some portions have been deleted for various reasons as set forth below.

TABLE 1.—DISPOSITION OF §§ 162.135 AND 162.140

Existing section	Disposition
162.135(a)(3) and (a)(5)(v)	Deleted
162.135(a)(remainder)	162.130
162.135(b)	Deleted
162.135(c)	162.134
162.135(d)	162.138
162.135(e)(4)	Deleted
162.135(e)(remainder)	1,62.134
162.135(f)	162.136
162.135(g)	Deleted

TABLE 1.—DISPOSITION OF §§ 162.135 AND 162.140—Continued

Existing section	Disposition
162.140(a)	162.130
162.140(b)	162.130
162.140(c)	162.138
162.140(d)	162.134
162.140(e)	162.134
162.140(f)	162.132
162.140(g)	Deleted

Paragraphs (a)(3) and (a)(5)(v) of § 162.135 would be deleted because they make reference to patrol vessels. "Patrol Vessel" is an outdated term and there is presently no Coast Guard unit by that name. Because of the reliability of VHF-FM radiotelephone, there is no longer a need for the special sound signals used by the patrol boats. The requirement for these would also be deleted.

Paragraph (b) of § 162.135, which prescribes the length of towlines for towing vessels, would be deleted. This requirement is no longer relevant to the amount and type of towing done on the waterway. At present, towboats are more powerful than when these regulations first came into force, giving operators better control over their tows. In addition, the majority of towing is now done by pushing ahead.

Paragraph (e)(4) of § 162.135 would be deleted because it is overly restrictive. The rule requires certain vessels to enter or navigate in a one way channel with a minimum time interval between them. Rule 2 of the Inland Navigation Rules (which come into effect on the Great Lakes on March 1, 1983) applies to this situation. Vessel masters are in a better position to determine what precautions are required to insure safe transit. Rule 2, the "Rule of Good Seamanship", makes them responsible for insuring that the proper precautions are taken.

Paragraph (g) of § 162.135 will be deleted for a number of reasons. First, it is redundant in that it reiterates the lighting requirements for certain vessels when aground or not under command. This paragraph requires sounding of a danger signal upon the approach of other vessels. The regular use of radiotelephone makes this practice obsolete. This paragraph outlines the manner in which vessels should interact when navigating near a disabled vessel. This is the type of injunction which is covered by Rule 2 of the Inland Navigation Rules and the Coast Guard believes the additional cautionary words are unnecessary. Finally this paragraph requires that the Coast Guard be notified of the nature and location of any vessel casualty which is observed. This requirement is covered in the

security calling and reporting rules in proposed § 162.132.

Paragraph (g) of § 162.140 would be deleted because it is unnecessary. Insuring that a vessel is properly moored or secured is a matter of such elemental seamanship that no amplification should be required.

Regulatory Evaluation

This Proposed rulemaking action is considered to be "non-major" under Executive Order 12291 (46 FR 13193; February 19, 1981) and is classified as "non-significant" under Department of Transportation Order 2100.5, "Policies and Procedures for Simplification, Analysis and Review of Regulations," dated May 22, 1980. A draft Evaluation has not been prepared because the impact of the proposed regulations is expected to be minimal. For example, the equipment required by the proposed regulation, a radiotelephone, is already required on most vessels by the Agreement between the United States and Canada for Promotion of Safety on the Great Lakes by Means of Radio, 1973 (which is implemented by the Vessel Bridge-to-Bridge Radiotelephone Act). The proposed regulations would only require a radiotelephone on one additional category of vessel, non commercial vessels 20 meters or more in length. The most recent figures available (1978 and 1979) indicate that there should be approximately 50 of these vessels documented in Great Lakes ports today. Considering the complex navigation equipment normally found aboard yachts of this size, it is unlikely that any of the vessels would not carry a radiotelephone. However, assuming all the vessels were to be fitted with this equipment ($500 per unit) the total cost would be $25,000.

The reports that would be required by the proposed regulations are for navigational safety purposes and would, for the most part, simply require a master to report the position of the vessel. Each report should normally take no more than 10 seconds.

Based on experience under the existing requirements, the Coast Guard is of the opinion that the costs imposed on vessel operators will not be burdensome. The one way traffic zone, for instance, will occasionally require vessels to lose some time while another vessel passes through the zone. However, this expense is minor compared to the losses involved if a collision were to again close the waterway for an extended period of time.

Regulatory Flexibility Analysis

Because the maximum cost of these proposed regulations is expected to be less than $25,000, the Coast Guard believes that these regulations will not have a significant economic effect. For the reasons stated above, pursuant to section 605(b) of the Regulatory Flexibility Act (Pub. L. 96-354, 94 Stat. 1164) it is certified that these regulations, if promulgated, will not have a significant economic impact on a substantial number of small entities.

Reporting and Recordkeeping Requirements

There are no reporting or recordkeeping requirements in the proposed regulations which fall under the Paperwork Reduction Act of 1980 (Pub. L. 96-511, 94 Stat. 2812, December 11, 1980).

Environmental Impact

This action has been thoroughly reviewed by the Coast Guard and it has been determined to be categorically excluded from further environmental documentation, in accordance with Section 2.B.3.(g) of Commandant Instruction (COMDINST) M16475.1A.

List of Subjects in 33 CFR Part 162

Coast Guard, Navigation (water), Waterways.

In consideration of the foregoing it is proposed that Part 162 of Title 33 of Code of Federal Regulations be amended as follows:

PART 162—[AMENDED]

1. The authority citation for Part 162 is revised to read as follows:

Authority: (33 U.S.C. 1208, 33 U.S.C. 1221, 33 U.S.C. 1223, 33 U.S.C. 1231; 33 CFR 26.09(b), 49 CFR 1.46)

§ 162.135 [Removed]

2. By removing § 162.135.

3. By adding new §§ 162.130, 162.132, 162.134, 162.136, and 162.138 to read as follows:

§ 162.130 Connecting waters from Lake Huron to Lake Erie; general rules.

(a) *Purpose.* The regulations in §§ 162.130 through 162.140 prescribe rules for vessel operation in U.S. waters connecting Lake Huron to Lake Erie (including Rouge River) to prevent collisions and groundings, to protect waterway improvements, and to protect these waters from environmental harm resulting from collisions and groundings.

(b) *Applicability.* (1) Unless otherwise specified, the rules in §§ 162.130 through 162.140 apply to all U.S. vessels.

(2) The general rules in this section and the miscellaneous rules in §§ 162.140 apply to all vessels.

(3) The speed rules in § 162.138 apply to vessels 20 meters or more in length.

(4) The security calling and reporting rules in § 162.132, the traffic rules in § 162.134, and the anchorage rules in § 162.136 apply to the following vessels:

(i) Vessels of 20 meters or more in length;

(ii) Commercial vessels more than 8 meters in length engaged in towing another vessel astern, alongside, or by pushing ahead; and

(iii) Each dredge and floating plant.

(c) *Definitions.* As used in §§ 162.130 through 162.140-"Captain of the Port" means the United States Coast Guard Captain of the Port of Detroit, Michigan.

"Detroit River" means the connecting waters from Windmill Point Light to the lakeward limits of the improved navigation channels at the head of Lake Erie.

"Harbor Master" means the harbor master appointed to the Windsor Harbor Commission and who has delegated authority to enforce the regulations and By-Laws of the Windsor Canada Harbor Commission.

"Lake St. Clair" means the waters from St. Clair Flats Canal Light 2 to Windmill Point Light at the head of the Detroit River.

"Master" means the licensed master or operator, the person designated by the master or operator to navigate the vessel, or, on a vessel not requiring licensed personnel, the person in command of the vessel.

"Regional Director" means the Regional Director for the Central Region, Canadian Coast Guard, Department of Transport.

"Rouge River" means the waters of the Short Cut Canal and the Rouge River from Detroit Edison Cell Light 1 to the head of navigation.

"SARNIA TRAFFIC" means the Canadian Coast Guard traffic center at Sarnia Ontario.

"Security call" means a voice radiotelephone transmission giving navigational information concerning a vessel's presence in the waterway.

(d) *Laws and regulations not affected.* The regulations in §§ 162.130 through 162.140 do not relieve the owners or operators of vessels from complying with any other laws or regulations relating to navigation on the Great Lakes and their connecting or tributary waters.

(e) *Local arrangements.* The District Commander or the captain of the Port may make local arrangements with appropriate Canadian officials, in the

interest of safety of operations, to facilitate traffic movement and anchorage, to avoid disputes as to jurisdiction and to take necessary action to render assistance in emergencies.

§ 162.132 Connecting waters from Lake Huron to Lake Erie; security calling and reporting rules.

(a) *General.* (1) Security calls required by this section shall be made by the master using a radiotelephone capable of operation on a vessel's navigation bridge, or in the case of a dredge, from its main control station.

(2) Security calls shall be made on Channel 16(156.8Mhz) and shall be conscise (no longer than 10 seconds). When longer transmissions are necessary, communications shall be shifted to a working frequency.

(3) Security calls shall be made in the English language.

(4) Security calls shall include the name of the vessel, its location, and direction of travel.

(b) *Required security calls.* (1) Security calls shall be made as indicated at the following points:

Downbound vessels	Calling points	Upbound vessels
Security Call	Lake Huron Cut Lighted Buoy 11.	
Security Call	Lake Huron Cut Lighted Buoy 7.	
Security Call	Lake Huron Cut Lighted Buoy 1.	
	Port Huron Traffic Lighted Buoy.	Security Call.
	Stag Island Upper Light.	Security Call.
Security Call	Grande Point Light 23.	
	St. Clair Flats Canal Light 2.	Security Call.
Security Call	Belle Isle Light	Security Call.
Security Call	Immediately before entering or leaving the Rouge River.	Security Call.
	Fighting Island North Light.	Security Call.
Security Call	Fighting Island South Light Detroit River Light.	Security Call.

(2) A security call shall be made when departing any mooring or anchorage which is:

(i) In the St. Clair River between Lake Huron Cut Lighted Buoy 1 and Port Huron Traffic Lighted Buoy; or

(ii) In the Detroit River between Belle Isle Light and Fighting Island North Light.

(c) Additional security calls shall be made:

(1) Before maneuvering to come about; and

(2) Within 20 minutes of departing any mooring in the Rouge River.

(d) *Report of impairment or other hazard.* The master of a vessel shall report to the Captain of the Port as soon as possible:

(1) Any condition on the vessel that may impair its navigation, including but not limited to: fire, defective steering equipment, or defective propulsion machinery;

(2) Any tow that the towing vessel is unable to control, or can control only with difficulty;

(e) *Exemptions.* Compliance with this section is not required:

(1) When a vessel's radiotelephone equipment has failed; or

(2) When vessel traffic management is in effect and requires vessels to report to a Vessel Traffic Center.

§ 162.134 Connecting waters from Lake Huron to Lake Erie; traffic rules.

(a) In the Detroit River, the West Outer Channel is restricted to downbound vessels.

(b) In the Detroit River, the Livingston Channel, west of Bois Blanc Island, is restricted to downbound traffic.

NOTE.—The Amherstburg Channel, in Canadian waters east of Bois Blanc Island, is normally restricted to upbound traffic. No vessel may proceed downbound in the Amherstburg Channel without authorization from the Regional Director.

(c) In the Detroit River, between Fighting Island South Light and Bar Point Pier Light 29D, no vessels shall meet or overtake in such a manner that more than two vessels would be abreast at any time.

(d) In the Detroit River between the Grain Elevator at Walkerville and Peach Island Light, vessels may only overtake vessels engaged in towing.

(e) In the Rouge River, no vessel shall overtake another vessel.

(f) In the St. Clair River, between St. Clair Flats Canal Light 2 and Russel Island Light 33, vessels may only overtake vessels engaged in towing.

(g) In the St. Clair River between Lake Huron Cut Light Buoy 1 and Port Huron Traffic Buoy there is a zone of alternating one way traffic. Masters shall coordinate their movements in accordance with the following:

(1) Vessels shall not overtake;

(2) Vessels shall not come about;

(3) Vessels shall not meet;

(4) Downbound vessels which have passed Lake Huron Cut Lighted Buoy 7 have the right of way over upbound vessels which have not reached the Port Huron Traffic Buoy. Upbound vessels awaiting transit of downbound vessels will maintain position south of the Port Huron Traffic Buoy;

(5) Vessels transiting the zone shall coordinate passage by using communication procedures in § 162.132; and

(6) Transiting vessels shall have the right of way over moored vessels getting underway within the zone.

(h) In the waters described in § 162.130(a), the District Commander or Captain of the Port may establish temporary traffic rules for reasons which include but are not limited to: Channel obstructions, winter navigation, unusual weather conditions, or unusual water levels.

(i) The requirements of this section do not apply to public vessels of the U.S. or Canada engaged in icebreaking or servicing aids to navigation or to vessels engaged in river and harbor improvement work.

§ 162.136 Connecting waters from Lake Huron to Lake Erie; anchorage rules.

(a) *Anchorage grounds.*—(1) In the Detroit River, vessels shall be anchored so as not to swing into the channel or across steering courses.

Note.—There is an authorized anchorage in Canadian waters just above Fighting Island.

(2) In the St. Clair River, vessels shall be anchored so as not to swing into the channel or across steering courses.

(b) *Order of departure from anchorage.* Vessels collected in any of the waters described in § 162.130(a) for reasons of weather, ice, or other impediment to navigation shall get underway and depart in the order in which they arrived, unless otherwise directed by the Captain of the Port of SARNIA TRAFFIC.

§ 162.138 Connecting waters from Lake Huron to Lake Erie; speed rules.

(a) *Maximum speed limit.* Except when required for the safety of the vessel or any other vessel, vessels of 20 meters or more in length shall proceed at a speed not greater than:

(1) 12 statute miles per hour (10.4 knots) between Fort Gratiot Light and Detroit River Light;

(2) 4 statute miles per hour (3.5 knots) in the Rouge River.

(b) *Temporary speed limits.* The District Commander may temporarily establish speed limits or temporarily amend existing speed limit regulations on the waters described in § 162.130(a).

4. By revising § 162.140 to read as follows:

§ 162.140 Connecting waters from Lake Huron to Lake Erie; miscellaneous rules.

(a) *Rules for towing vessels.* (1) A towing vessel shall drop or anchor its tows in authorized anchorage areas only.

(2) A towing vessel engaged in arranging its tow shall not obstruct the navigation of other vessels.

(b) *Pilots.* In the St. Clair River between Lake Huron Cut Lighted Buoy 1 and Port Huron Traffic Lighted Buoy, Vessels shall not take on, discharge, or exchange pilots.

Dated: May 6, 1983.

B. F. Hollingsworth,

Rear Admiral, U.S. Coast Guard, Chief, Office of Marine Environment and Systems.

[FR Doc. 83-14897 Filed 6-3-83; 8:45 am]

BILLING CODE 4910-14-M

ENVIRONMENTAL PROTECTION AGENCY

40 CFR Part 271

[OSWER-FRL 2376-7]

Hazardous Waste Management Program; Maine; Application for Interim Authorization, Phase II, Components A, B, and C

AGENCY: Environmental Protection Agency.

ACTION: Notice of public hearing and public comment period.

SUMMARY: EPA is today announcing the availability for public review of the Maine application for Phase II, Components A, B & C, Interim Authorization, Hazardous Waste Management Program, inviting public comment, and giving notice that EPA will hold a public hearing on the application.

DATES: A public hearing is scheduled for July 14, 1983 at 10:00 a.m. All written comments on the Maine Interim Authorization Application must be received by the close of business on July 19, 1983.

ADDRESSES: EPA will hold a public hearing on Maine's Application for Interim Authorization on July 14, 1983 at 10:00 a.m. at the Downtown Holiday Inn, 88 Spring Street, Portland, Maine.

Written comments on the application and requests to speak at the hearing should be sent to: Beverly Roehrig, Maine State Coordinator, State Waste Programs Branch, U.S. EPA, Region I, John F. Kennedy Federal Building, Boston, Massachusetts 02203, Telephone (617) 223-5630.

Copies of the Maine Phase II Interim Authorization application are available during normal business hours at the following addresses for inspection and copying by the public:

Maine Department of Environmental Protection, Bureau of Oil and Hazardous Materials Control, Licensing and Enforcement Division, Ray Building, Augusta, Maine, 04333, Telephone (207) 289-2651

Environmental Protection Agency, Region I Office Library, Room 2100B, John F. Kennedy Federal Building, Boston, Massachusetts, 02203, Telephone (617) 223-5791

EPA Headquarters Library, Room 2404, 401 M Street, S.W., Washington, DC 20460.

FOR FURTHER INFORMATION CONTACT: Beverly Roehrig, Maine State Coordinator, State Waste Programs Branch, U.S. EPA, Region I, John F. Kennedy Federal Building, Boston, Massachusetts 02203, Telephone (617) 223-5630.

SUPPLEMENTARY INFORMATION: In the May 19, 1980 **Federal Register** (45 FR 33063) the Environmental Protection Agency promulgated regulations, pursuant to Subtitle C of the Resource Conservation and Recovery Act of 1976, (RCRA), as amended, to protect human health and the environment from the improper management of hazardous waste. These regulations included provisions under which EPA can authorize qualified State hazardous waste management programs to operate in lieu of the Federal program. The regulations provide for a transitional stage in which qualified state programs can be granted interim authorization. The interim authorization program is being implemented in two phases corresponding to the two stages in which the underlying Federal program will take effect.

The State of Maine received interim authorization for Phase I on March 18, 1981.

In the January 26, 1981 **Federal Register** (46 FR 7965), the Environmental Protection Agency announced the availability of portions or components of Phase II of interim authorization. Component A, published in the **Federal Register** January 12, 1981 (46 FR 2802), contains standards for permitting storage and treatment in containers, tanks, surface impoundments and waste piles. Component B, published in the **Federal Register** January 23, 1981 (46 FR 7666), contains standards for permitting hazardous waste incinerators. Component C, published in the **Federal Register** July 26, 1982 (47 FR 32274), contains technical facility standards which apply to ground water protection, surface impoundments, waste piles, land treatment and landfills.

A full description of the requirements and procedures for State interim authorization is included in 40 CFR Part 271, Subpart F, as amended by 47 FR 32377. It should be noted that on April 1, 1983 at 48 FR 14146, EPA promulgated rules reorganizing the presentation of permit program requirements in the Consolidated Permit Regulations, 40 CFR 122, 123, and 124, governing, among other things, the Hazardous Waste Management Program under RCRA. Part 122 is now, for RCRA, new Part 270. Part 123 is now, for RCRA, new Part 271. Part 124 remains the same. Because the Maine Phase II application was developed largely prior to April 1, all citations therein are to the original consolidated permit regulations.

As noted in the May 19, 1980 **Federal Register**, copies of complete state submittals for Phase II interim authorization are to be made available for public inspection and comment.

Dated: May 27, 1983.

Paul G. Keough,

Acting Regional Administrator, Region I.

[FR Doc. 83-15099 Filed 6-3-83; 8:45 am]

BILLING CODE 6560-50-M

DEPARTMENT OF TRANSPORTATION

Research and Special Programs Administration

49 CFR Parts 173 and 179

[Docket No. HM-175; Notice No. 83-1]

Specification for Railroad Tank Cars Used to Transport Hazardous Materials; Extension of Time for Public Comment

AGENCY: Materials Transportation Bureau (MTB), Research and Special Programs Administration, DOT.

ACTION: Notice of proposed rulemaking (NPRM); extension of comment period.

SUMMARY: On April 14, 1983, MTB published an NPRM under docket HM-175 (48 FR 16188) pertaining to the construction and maintenance standards for certain railroad tank cars used to transport hazardous materials. Specifically, the NPRM proposes that existing large capacity specification 105 and 111 tank cars built before September 1, 1981 and used for the transportation of a flammable gas, anhydrous ammonia, or ethylene oxide have the same added tank head and thermal safety systems that are now required on newly built specification 105 tank cars and all specification 112 and 114 tank cars used to carry those same hazardous materials. By this notice, MTB is extending the closing date of the comment period from June 7, 1983 to July 13, 1983.

DATE: The time for filing comments is extended from June 7, 1983 to July 13, 1983.

FOR FURTHER INFORMATION CONTACT: Philip Olekszyk, Office of Safety, Federal Railroad Administration, Washington, D.C. 20590, (202) 426-0897.

SUPPLEMENTARY INFORMATION: In consideration of a request made by the Compressed Gas Association, Inc. (CGA) for additional time in which it may file comments on this NPRM, MTB is extending the comment period to July 13, 1983. CGA requested an extension of at least 90 days so that it and its members may respond to the NPRM with comments that are thoroughly developed, well considered, and factually supported. The CGA contends that its members are substantially affected by this proposal, which would require major technical, logistical, and economic efforts in retrofitting the specification 105 and 111 tank cars.

The MTB believes comments on the proposed amendments can be prepared in less additional time than is sought by CGA since they relate to existing safety requirements for specification 112 and 114 tank cars, and newly constructed specification 105 tank cars. Extending the comment period to July 13, 1983 allows a total of 90 days to file comments which MTB considers to be adequate time for all interested parties to participate in this rulemaking.

(49 U.S.C. 1803, 1804, 1808; 49 CFR 1.53, App. A to Part 1 and paragraph (a)(4) of App. A to Part 106)

Issued in Washington, D.C. on June 1, 1983.

Alan I. Roberts,

Associate Director for Hazardous Materials Regulation, Materials Transportation Bureau.

[FR Doc. 83-15509 2 Filed 6-3-83; 8:45 am]

BILLING CODE 4910-60-M

National Highway Traffic Safety Administration

49 CFR Part 571

Federal Motor Vehicle Safety Standards; Denial of Petition for Rulemaking

AGENCY: National Highway Traffic Safety Administration (NHTSA), DOT.

ACTION: Denial of petition for rulemaking.

SUMMARY: This notice denies a petition filed by Scovill, Inc., requesting this agency to establish performance requirements for snap-in tubeless tire valves. According to the petitioner, this action is necessary to prevent sudden deflation of tires caused by the failure of Japanese tire valves. The agency is denying the petition because of the absence of any data indicating that the Japanese tire valves are failing on the road to any greater extent than American valves or that tire valves in general fail at a rate warranting the establishment of performance requirements.

FOR FURTHER INFORMATION CONTACT: Arthur Neill, Jr., Office of Vehicle Safety Standards, NHTSA, 400 Seventh Street SW., Washington, D.C. 20590 (202-426-2800).

SUPPLEMENTARY INFORMATION: Scovill, Inc., a tire valve manufacturer, has filed a petition requesting this agency to establish requirements for the low temperature performance and ozone resistance of snap-in tubeless tire valves. According to Scovill, "(l)ow ambient temperatures cause a hardening of the rubber compound which seals the valve to the rim hole. If subsequently flexed—as will happen under rotational forces—cracking can develop which could lead to catastrophic failure of the rim hole seal." As to ozone resistance, Scovill stated that, "ozone is known to cause rubber deterioration . . . Valves not meeting these Standards (SAE J1206) exhibit cracking which can lead to catastrophic failure of the rim hole seal."

Scovill contends that adoption of low temperature performance and ozone resistance requirements is necessary because imported Japanese tire valves are manufactured in accordance with a standard, Japanese Industrial Standard (JIS) D4208, that does not regulate those aspects of performance. Scovill tested samples of the Japanese tire valves in accordance with the low temperature and ozone resistance tests contained in Society of Automotive Engineers (SAE) Standard J1206 and found that while the low temperature test was met, a large percentage of the sample failed to meet the ozone resistance test. Scovill accordingly urges the adoption of the low temperature performance and ozone resistance tests contained in SEA J1206.

Scovill has not provided any data showing that tire valves which do not comply with the SAE requirements are responsible for deflations or have caused accidents. The agency checked its own files to see if they contained any such data. Of the more than 10,000 consumer complaints received by NHTSA since 1976, only 11 involved reported sudden tire deflations. That low number does not suggest the existence of a general problem warranting the regulation of tire valves. Further, the nature of the 11 complaints does not suggest that Japanese tires are more prone to failure. Of the 11 complaints, two were not related to a tire valve failure, six were only possibly related to such a failure, and three were definitely related to such a failure. Of the six complaints possibly relating to a tire valve failure, two occurred on Japanese tires and the others occurred on American tires. Of the three complaints definitely involving a tire valve failure, one was a valve that had been pulled out of a motorcycle tire, one was a valve cut by a wheel cover, and the other was a valve on an American tire. None of these three incidents would have been prevented by making the SAE requirements mandatory.

Moreover, a recent study prepared for this agency by three University of Michigan researchers concluded that tire valves in general are responsible for less loss of air pressure than occurs from the pressurized air inside the tire escaping through the rubber body of the tire. There was no evidence of significant failure rates for tire valves.

NHTSA does not dispute Scovill's findings that 60 percent of the Japanese tire valves it tested did not comply with the requirements of the SAE ozone resistance test. However, there are no data available to this agency suggesting that ozone is causing failure of the Japanese tire valves actually in service on the roads. Given the absence of any data or analyses showing that snap-in tubeless tire valves in general or Japanese valves in particular have exhibited or are likely to exhibit a significant failure rate while in service, this agency denies the petition. NHTSA will continue to monitor complaints and accident reports to see if tire valve failures represent a safety hazard on the road. If Scovill can provide any data or analyses to support its contentions that Japanese tire valves pose a greater safety hazard than do tire valves which meet the SAE standards, it should submit those data and analyses with a new petition. If such a petition were received, NHTSA would give it careful consideration.

(Secs. 103, 119, Pub. L. 89-563, 80 Stat. 718 (15 U.S.C. 1392, 1407); delegations of authority at 49 CFR 1.50 and 49 CFR 501.8)

Issued on May 27, 1983.

Kennerly H. Digges,

Acting Associate Administrator for Rulemaking.

[FR Doc. 83-15029 Filed 6-3-83; 8:45 am]

BILLING CODE 4910-59-M

DEPARTMENT OF COMMERCE

National Oceanic and Atmospheric Administration

50 CFR Parts 611 and 675

Foreign Fishing and Groundfish of the Gulf of Alaska

AGENCY: National Oceanic and Atmospheric Administration (NOAA), Commerce.

ACTION: Notice of availabilty of an amendment to a fishery management plan and request for comments.

SUMMARY: NOAA issues this notice that the North Pacific Fishery Management Council has submitted an amendment (Amendment 11) to the Fishery Management Plan for the Groundfish Fishery in the Gulf of Alaska for review by the Secretary of Commerce and is requesting comments from the public. Copies of the amendment may be obtained from the address below.

DATE: Comments on the plan amendment should be submitted on or before August 12, 1983.

ADDRESSES: All comments should be sent to Robert W. McVey, Director, Alaska Region, NMFS, P.O. Box 1668, Juneau, Alaska 99802.

Copies of the amendment are available upon request from the North Pacific Fishery Management Council, P.O. Box 103136, Anchorage, Alaska 99510.

FOR FURTHER INFORMATION CONTACT: Jeffrey J. Povoly (North Pacific Fishery Management Council, Groundfish Plan Coordinator), 907-274-4563.

SUPPLEMENTARY INFORMATION: The Magnuson Fishery Conservation and Management Act (16 U.S.C. 1801 *et seq.*) requires that each regional fishery management council submit any fishery management plan or paln amendment it prepares to the Secretary of Commerce (Secretary) for review and approval or disapproval. This act also requires that the Secretary, upon reviewing the plan or amendment, must immediately publish a notice that the plan or amendment is availalbe for public review and comment. The Secretary will consider the public comments in determining whether to approve the plan or plan amendment.

Amendment 11 proposes measures for managing the foreign groundfish fishery in the Gulf of Alaska. Regulations proposed by the Council and based on this amendment are scheduled to be published within 30 days.

(16 U.S.C. 1801 *et seq.*)

Dated: May 31, 1983.

Roland F. Smith,

Acting Director, Office of Data and Information Management, National Marine Fisheries Service.

[FR Doc. 83-15051 Filed 6-3-83; 8:45 am]

BILLING CODE 3510-22-M

Notices

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This section of the FEDERAL REGISTER contains documents other than rules or proposed rules that are applicable to the public. Notices of hearings and investigations, committee meetings, agency decisions and rulings, delegations of authority, filing of petitions and applications and agency statements of organization and functions are examples of documents appearing in this section.

DEPARTMENT OF AGRICULTURE

Office of the Secretary

Agribusiness Promotion Council Committee on Honduras, Meeting

Notice is hereby given that the USDA Agribusiness Promotion Council Committee on Honduras will meet June 16, 1983, from 12:00 to 5:00 pm, in Room 201-W of the U.S. Department of Agriculture Administration Building, 14th and Independence Avenue, Washington, D.C. The agenda will consist of selection of committee chairman, discussion and planning of committee activities. The meeting will be open to the public. Written statements may be submitted to Joan S. Wallace, Administrator, USDA/OICD, Room 3047, South Building, Washington, D.C. 20250 until June 14, 1983.

Joan S. Wallace,

Administrator.

[FR Doc. 83-15047 Filed 6-3-83; 8:45 am]

BILLING CODE 3410-01-M

Packers and Stockyards Administration

Proposed Posting of Stockyards

The Packers and Stockyards Administration, United States Department of Agriculture, has information that the livestock markets named below are stockyards as defined in section 302 of the Packers and Stockyards Act, 1921, as amended (7 U.S.C. 202), and should be made subject to the provisions of the Act.

AL-165 Southeastern Livestock Service and Auction, Inc., Phenix, Alabama
MO-257 Oregon, Livestock Sales Co., Oregon, Missouri

Notice is hereby given, therefore, that the Packers and Stockyards Administration, pursuant to authority under the Packers and Stockyards Act, 1921, as amended (7 U.S.C. 181 *et seq.*), proposes to designate the stockyards named above as posted stockyards subject to the provisions of the Act as provided in section 302 thereof.

Any person who wishes to submit written data, views, or arguments concerning the proposed designation, may do so by filing them with the Chief, Financial Protection Branch, Packers and Stockyards Administration, United States Department of Agriculture, Washington, D.C. 20250, by June 21, 1983.

All written submissions made pursuant to this notice shall be made available for public inspection in the office of the Chief of the Financial Protection Branch during normal business hours.

Done at Washington, D.C., this 27th day of May, 1983.

Jack W. Brinckmeyer,

Chief, Financial Protection Branch, Livestock Marketing Division.

[FR Doc. 83-15083 Filed 6-3-83; 8:45 am]

BILLING CODE 3410-02-M

DEPARTMENT OF AGRICULTURE

Forest Service

DEPARTMENT OF THE INTERIOR

Bureau of Land Management

National Forest System Land and Resource Management Planning; Public Land and Resources; Planning, Programming, and Budgeting

AGENCIES: Forest Service, USDA and Bureau of Land Management, Interior.

ACTION: Joint Notification of Land and Resource Management Planning Schedules.

SUMMARY: Land and resource management plans of the Forest Service and the Bureau of Land Management frequently cover adjoining areas which share common resource issues and management concerns requiring continuous and close interagency coordination. Therefore, the USDA Forest Service and the USDI Bureau of Land Management have again elected to jointly announce land management planning schedules for lands each agency administers. The purpose of publishing joint planning schedules is to provide interested agencies and publics the opportunity to study the relationships between the two agencies' current and projected planning activities.

The Forest Service and the Bureau of Land Management's planning systems are authorized and administered under different laws and regulations. Consequently, this notice is organized into two parts (Part A—Forest Service and Part B—Bureau of Land Management).

Comments on projected new plans should be directed to the appropriate agency (see **ADDRESS**, Part A and Part B).

Part A—Forest Service

In March 1981, the President's Task Force on Regulatory Relief requested that the Secretary of Agriculture review the 1979 National Forest Management Act regulations for possible modification. As a result of the review, revised regulations to guide land and resource management on the National Forest System were published September 30, 1982, in Vol. 47, No. 190 of the **Federal Register.** The rules set forth a process for developing and revising the land and resource management plans as required by the Forest and Rangeland Renewable Resources Planning Act of 1974 (RPA), as amended by the National Forest Management Act (NFMA) of 1976. These rules require development of Regional Guides and Forest Plans. Each plan will include all management planning for resources and be supported by an environmental impact statement. NFMA advises the Forest Service to make every attempt to develop the required Forest Plans by 1985.

The impact of developing new direction for analysis standards and roadless area evaluation to be conducted through Forest planning has had a significant effect on Forest Service programs and schedules. Draft and final Regional Guides and Forest Plans and associated environmental impact statements will be filed with the Environmental Protection Agency and made available to the public for comment. A planning schedule is included showing the fiscal year in which draft and final documents have been or will be filed, as well as projected dates for publication of Supplemental Draft Forest Plans and EIS's required as a result of the roadless area evaluation. Also given are the addresses of the Forest Service's nine

Regional Offices and National Forests headquartered in each Region for which plans are to be prepared.

Readers interested in the progress and status of a particular Regional Guide or Forest Plan should contact the appropriate Regional Forester or Forest Supervisor.

DATES: Comments on the schedule will be accepted until July 1, 1983.

ADDRESS: Comments should be sent to: Chief, Forest Service, USDA, P.O. Box 2417, Washington, DC 20013.

FOR FURTHER INFORMATION CONTACT: Joyce P. Parker, Land Management Planning, P.O. Box 2417, Washington, DC 20013, (202) 447-6697.

NATIONAL FOREST SYSTEM FIELD OFFICES [1] AND FISCAL YEAR FILING DATES OF REGIONAL GUIDES AND FOREST PLANS WITH ENVIRONMENTAL PROTECTION AGENCY

		Fiscal year to be completed	
		DEIS [2]	FEIS
Northern Region, Federal Building, Missoula, Montana 59807			
Regional Guide		* 1981	1982
Idaho			
Clearwater	Orofino 83544	1985	1986
Idaho Panhandle National Forests [3].	Coeur d' Alene 83814.	1985	1986
Coeur d' Alene			
Kaniksu			
St. Joe			
Nezperce	Grangeville 83530	1985	1986
Montana			
Beaverhead*	Dillon 59725	* 1982	1985
Bitterroot	Hamilton 59840	1984	1985
Custer	Billings 59103	1984	1985
Deerlodge	Butte 59701	1984	1985
Flathead*	Kalispell 59901	* 1983	1985
Gallatin	Bozeman 59715	1984	1985
Helena	Helena 59601	1984	1985
Kootenia*	Libby 59923	* 1983	1986
Lewis and Clark*	Great Falls 59403	* 1982	1985
Lolo*	Missoula 59801	* 1982	1985
Rocky Mountain Region, 11177 W. 8th Ave., Box 25127, Lakewood, Colorado 80225			
Regional Guide		* 1981	1983
Colorado			
Arapaho-Roosevelt [3]	Ft. Collins 80521	* 1982	1983
Grand Mesa, Uncompahgre, and Gunnison [3].	Delta 81416	* 1983	1983
Pike and San Isabel [3].	Pueblo 81008	* 1982	1983
Rio Grande	Monte Vista 81144	1983	1984
Routt	Steamboat Springs 80477.	* 1983	1984
San Juan	Durango 81301	* 1982	1984
White River	Glenwood Springs 81601.	1983	1984
Nebraska			
Nebraska-Samuel R. McKelvie [3]*.	Chadron 69337	* 1982	1984
South Dakota			
Black Hills	Custer 57730	* 1982	1983
Wyoming			
Bighorn	Sheridan 82801	1984	1985
Medicine Bow	Laramie 82070	1984	1985
Shoshone	Cody 82414	1984	1984

NATIONAL FOREST SYSTEM FIELD OFFICES [1] AND FISCAL YEAR FILING DATES OF REGIONAL GUIDES AND FOREST PLANS WITH ENVIRONMENTAL PROTECTION AGENCY—Continued

		Fiscal year to be completed	
		DEIS [2]	FEIS
Southwestern Region, 517 Gold Ave. SW., Alburquerque, New Mexico 87102			
Regional Guide		* 1981	1983
Arizona			
Apache-Sitgreaves [3]	Springerville 85938	1985	1985
Coconino	Flagstaff 86001	1984	1985
Coronado *	Tucson 85702	* 1984	1985
Kaibab	Williams 86046	1984	1985
Prescott	Prescott 86301	1985	1985
Tonto *	Phoenix 85034	* 1983	1985
New Mexico			
Carson	Taos 87571	1984	1985
Cibola	Albuquerque 87112	1984	1985
Gila	Silver City 88061	1984	1985
Lincoln	Alamogordo 88310	1984	1985
Santa Fe	Santa Fe 87501	* 1982	1983
Intermountain Region, 324 25th Street, Ogden, Utah 84401			
Regional guide		* 1981	1983
Idaho			
Boise	Boise 83706	1984	1985
Caribou	Pocatello 83201	1984	1983
Challis	Challis 83226	1984	1985
Payette	McCall 83638	1984	1985
Salmon	Salmon 83467	1984	1985
Sawtooth	Twin Falls 83301	1984	1985
Targhee*	St. Anthony 83445	* 1982	1983
Nevada			
Humboldt	Elko 89801	1984	1985
Toiyabe	Reno 89501	1984	1985
Utah			
Ashley	Vernal 84078	1984	1985
Dixie	Cedar City 84720	1984	1985
Fishlake	Richfield 84701	1984	1985
Manti-LaSal	Price 84501	1984	1985
Uinta*	Provo 84601	* 1982	1983
Wasatch-Cache [3]	Salt Lake City 84138.	1984	1985
Wyoming			
Bridger-Teton [3]	Jackson 83001	1984	1985
Pacific Southwest, 630 Sansome Street, San Francisco, California 94111			
Regional Guide		* 1981	1983
California			
Angeles	Pasadena 91101	1983	1984
Cleveland	San Diego 92188	1984	1984
Eldorado	Placerville 95667	1983	1984
Inyo	Bishop 93514	1984	1984
Klamath*	Yreka 96097	* 1983	1984
Lassen	Susanville 96130	1984	1984
Los Padres	Goleta 93107	1984	1984
Mendocino	Willows 95988	1984	1984
Modoc	Alturas 96101	1984	1984
Plumas	Quincy 95971	1984	1984
San Bernardino	San Bernardino 92408.	1984	1984
Sequoia	Porterville 93257	1984	1984
Shasta-Trinity [3]	Redding 96001	1984	1984
Sierra*	Fresno 93721	* 1982	1984
Six Rivers	Eureka 95501	1984	1984
Stanislaus-Calaveras, Big Tree [3].	Sonora 95370	1983	1984
Tahoe	Nevada City 95959	1983	1984
Pacific Northwest Region, 319 SW Pine Street, P.O. Box 3623, Portland, Oregon 97208			
Regional Guide		* 1981	1983
Oregon			
Deschutes*	Bend 97701	* 1983	1985
Fremont	Lakeview 97630	1984	1985

NATIONAL FOREST SYSTEM FIELD OFFICES [1] AND FISCAL YEAR FILING DATES OF REGIONAL GUIDES AND FOREST PLANS WITH ENVIRONMENTAL PROTECTION AGENCY—Continued

		Fiscal year to be completed	
		DEIS [2]	FEIS
Malheur	John Day 97845	1984	1985
Mt. Hood	Portland 97233	1984	1985
Ochoco	Prineville 97754	1984	1985
Rogue River	Medford 97501	1984	1985
Siskiyou	Grants Pass 97526	1984	1985
Siuslaw	Corvallis 97330	1984	1985
Umatilla	Pendleton 97801	1984	1985
Umpqua	Roseburg 97470	1984	1985
Wallowa-Whitman [3]	Baker 97814	1984	1985
Willamette	Eugene 97440	1984	1985
Winema	Klamath Falls 97601	1984	1985
Washington			
Colville	Colville 99114	1984	1985
Gifford Pinchot	Vancouver 98660	1984	1985
Mt. Baker-Snoqualmie [3]	Seattle 98101	1984	1985
Okanogan*	Okanogan 98840	* 1982	1985
Olympic	Olympia 98501	1984	1985
Wenatchee	Wenatchee 98801	1984	1985
Southern Region, 1720 Peachtree Road NW., Atlanta, Georgia 30309			
Regional Guide		*1981	1983
Alabama			
National Forests in Alabama. [3]	Montgomery 36101	1984	1985
William B. Bankhead.			
Conecuh			
Talladega			
Tuskegee			
Arkansas			
Ouachita	Hot Springs 79101 National Park.	1984	1985
Ozark-St. Francis [3]	Russellville 72801	1984	1985
Florida			
National Forests in Florida. [3]	Tallahassee 32301	1984	1985
Apalachicola			
Ocala			
Osceola			
Georgia			
Chattahoochee-Oconee. [3]	Gainesville 30501	1984	1984
Kentucky			
Daniel Boone	Winchester 40391	1984	1985
Louisiana			
Kisatchie	Pineville 71360	1984	1984
Mississippi			
National Forests Mississippi. [3]	Jackson 39205	1984	1984
Bienville			
Delta			
DeSoto			
Holly Springs			
Homochitto			
Tombigbee			
North Carolina			
National Forests in North Carolina. [3]	Asheville 28802		
Nantahala, and Pisgah.		1984	1984
Uwharrie, and Croatan.		1984	1985
Puerto Rico			
Carribbean	Rio Piedras 00928	1984	1985
South Carolina			
Francis Marion		1984	1985
Sumter [3]	Columbia 29202	1984	1985
Tennessee			
Cherokee	Cleveland 37311	1984	1985

NATIONAL FOREST SYSTEM FIELD OFFICES [1] AND FISCAL YEAR FILING DATES OF REGIONAL GUIDES AND FOREST PLANS WITH ENVIRONMENTAL PROTECTION AGENCY—Continued

		Fiscal year to be completed	
		DEIS [3]	FEIS
Texas			
National Forests in Texas[2].	Lufkin 75901	1984	1985
Angelina			
Davy Crockett			
Sabine			
Sam Houston			
Virginia			
George Washington	Harrisonburg 22801	1984	1985
Jefferson	Roanoke 24011	1984	1985
Eastern Region, 633 West Wisconsin Avenue, Milwaukee, Wisconsin 53203			
Regional Guide		[4] 1981	1983
Illinois			
Shawnee	Harrisburg 62946	1984	1985
Indiana and Ohio			
Wayne-Hoosier [2]	Bedford 47421		
Wayne		1984	1985
Hoosier		1983	1984
Michigan			
Hiawatha	Escanaba 49829	1984	1985
Huron-Maistee [2]	Cadillac 49601	1984	1984
Ottawa	Ironwood 49938	1984	1985
Minnesota			
Chippewa	Cass Lake 56633	1984	1984
Superior	Duluth 55801	1984	1984
Missouri			
Mark Twain	Rolla 65401	1984	1984

NATIONAL FOREST SYSTEM FIELD OFFICES [1] AND FISCAL YEAR FILING DATES OF REGIONAL GUIDES AND FOREST PLANS WITH ENVIRONMENTAL PROTECTION AGENCY—Continued

		Fiscal year to be completed	
		DEIS [3]	FEIS
New Hampshire and Maine			
White Mountain	Laconia 03246	1984	1984
Pennsylvania			
Allegheny	Warren 16365	1984	1985
Vermont			
Green Mountain	Rutland 05701	1984	1985
West Virginia			
Monongahela	Elkins 26241	1984	1984
Wisconsin			
Chequamegon	Park Falls 54552	1984	1985
Nicolet	Rhinelander 54501	1984	1985
Alaska Region, Federal Office Building, P.O. Box 1628, Juneau, Alaska 99802			
Regional Guide		[4] 1981	1983
Alaska			
Chugach	Anchorage 99502	[5] 1982	1984
Tongass-Chatham	Sitka 99835	1989	1990
Tongass-Ketchikan	Ketchikan 99901	1989	1990
Tongass-Stikine	Petersburg 99833	1989	1990

[1] Headquarters locations opposite National Forests.
[2] Two or more separately proclaimed National Forests under one Forest Supervisor.
[3] DEIS and FEIS mean Draft and Final Environmental Impact Statement.
[4] Document has been filed with EPA.
[5] Draft EIS to be supplemented in FY 1984.

Dated: May 26, 1983.

Gary E. Cargill,

Acting Deputy Chief.

Part B—Bureau of Land Management

Regulations governing resource management planning for Bureau of Land Management Administered lands were published in the **Federal Register** on August 7, 1979 (44 FR 46385). Those regulations (43 CFR 1601.3) require that the Bureau Publish a planning schedule for that Fiscal Year and for three succeeding Fiscal Years. The schedule below complies with this requirement.

The schedule incorporates changes in the planning schedule made as a result of Fiscal Year 1983 appropriations. The planning process for ongoing plans is projected through Fiscal Year 1986. New starts for resource management plans are projected only for Fiscal Years 1983 and 1984. New starts for Fiscal Years 1985 and 1986 will be projected in subsequent planning schedules. A key to abbreviations used is provided after the schedule.

The **Federal Register** notice of December 3, 1979 (44 FR 69374), describes the use of planning regulation provisions in the transitionmanagement framework plans shown in the schedule.

DATES: Comments on the schedule will be accepted until July 1, 1983.

ADDRESS: Comments should be sent to: Director (202), Bureau of Land Management, Washington, D.C. 20340.

FOR FURTHER INFORMATION CONTACT: Alan Stein, (202) 653-8824.

BUREAU OF LAND MANAGEMENT PLANNING SCHEDULE

District, State and resource area	Plan name (major resource issues)	Fiscal year 1983	Fiscal year 1984	Fiscal year 1985	Fiscal year 1986
Anchorage, AK: Peninsula	Bristol Bay Cooperative Management Plan (oil & gas, minerals, lands).	Draft Plan	Final Plan		
Fairbanks, AK:					
Yukon	Steese RMP (recreation, minerals)		DEIS, FEIS		
Do	White Mountain RMP (recreation, minerals)		DEIS, FEIS		
Northwest	Central Yukon RMP	New Start	DEIS	FEIS	
Arizona Strip, AZ:					
Shivwits	Grand Wash Plan Amendment (wilderness)	Preliminary FEIS			
Vermillion	Vermillion Plan Amendment (wilderness)	DEIS, Preliminary FEIS			
Phoenix, AZ:					
Lower Gila	Lower Gila South RMP (range, wilderness)	DEIS, FEIS			
Do	Lower Gila North MFPT (range)	MFPT			
Lower Gila and Kingman	Upper Sonoran MFPT (wilderness)	Preliminary FEIS			
Kingman	Cerbat-Black Plan Amendment (wilderness)		DEIS, Preliminary FEIS		
Phoenix	Phoenix Plan Amendment (range)		DEIS, FEIS		
Do	Phoenix Plan Amendment (wilderness)		DEIS, Preliminary FEIS		
Safford, AZ: Gila and San Simon.	Safford Plan Amendment (wilderness)	DEIS	Preliminary FEIS		
Yuma, AZ:					
Havasu	Havasu Plan Amendment (range, wilderness)	DEIS	FEIS, Preliminary FEIS		
Yuma	Yuma Plan Amendment (wilderness)		Preliminary FEIS		
Bakersfield, CA:					
Bishop	Bodie/Coleville Plan Amendment (wilderness)		Preliminary FEIS		
Do	Benton/Owens Valley Plan Amendment (wilderness).		Preliminary FEIS		
Caliente	South Sierra Foothills MFPT (range, recreation).	FEIS	MFPT		
Do	Coast/Valley RMP (range, recreation, oil and gas).		DEIS, FEIS		

BUREAU OF LAND MANAGEMENT PLANNING SCHEDULE—Continued

District, State and resource area	Plan name (major resource issues)	Fiscal year 1983	Fiscal year 1984	Fiscal year 1985	Fiscal year 1986
Folsom	Sierra MFPT (range, recreation)				
Hollister	Coast RMP (range, recreation)		DEIS, FEIS		
Susanville, CA:					
Eagle Lake	Willow Creek MFPT (range)				
Do	Honey Lake Beckwourth MFPT (range, lands)		DEIS, FEIS		
Alturas	Alturas RMP (All)	DEIS, FEIS			
Surprise/Eagle Lake	Wilderness Plan Amendment (wilderness)			DEIS, FEIS	
Ukiah, CA:					
Redding	Siskiyou MFPT (range, forestry)	MFPT			
Do	Four Rivers MFPT (forestry, recreation, range).	MFPT			
Do	Ishi MFPT (recreation, range)	MFPT			
Clear Lake	Clear Lake MFPT (wilderness)	Preliminary FEIS			
Do	Clear Lake MFPT (range)	FEIS			
Arcata	North Coast Plan Amendment (wilderness)				Preliminary FEIS.
Do	North Coast Plan Amendment (range)	FEIS			
Craig, CO:					
Kremmling	Kremmling RMP (range, coal, wilderness)	DEIS, FEIS			
Little Snake	Little Snake RMP (range, coal, wilderness)	New start		DEIS, FEIS	
White River	Piceance Basin RMP (oil shale)		DEIS, FEIS		
Montrose, CO:					
San Juan and Uncompahgre	San Juan/San Miguel RMP (range, wilderness, coal, energy, cultural resources).		DEIS, FEIS		
Uncompahgre	Uncompahgre RMP (coal, wilderness)		New start		DEIS, FEIS.
Canon City, CO: Northeast	Northeast RMP (coal, oil and gas, lands)		DEIS, FEIS		
Grand Junction, CO:					
Glenwood Springs	Glenwood Springs RMP (range, coal, wilderness).	DEIS, FEIS			
Grand Junction	Grand Junction RMP (coal, wilderness)	New start		DEIS, FEIS	
Boise, ID:					
Bruneau/Kuna	Bruneau MFPT (range, wilderness)	MFPT			
Do	Kuna MFPT (range)	MFPT			
Cascade	Cascade RMP (range, forestry, wilderness)		New start		DEIS, FEIS.
Jarbidge	Jarbidge RMP (range, wilderness)			DEIS, FEIS	
Owyhee, Bruneau/Kuna	Jacks Creek MFPT (wilderness)		DEIS, Preliminary FEIS		
Owyhee	Owyhee Plan Amendment (range)	MFPA			
Owyhee, Bruneau/Kuna, Lands in Elko (NV) Dist., Vale OR Dist.	Owyhee Canyon Lands Wilderness MFPT (wilderness).		DEIS, Preliminary FEIS		
Burley, ID- Magic	Cassia RMP (range)	DEIS, FEIS			
Idaho Falls, ID:					
Big Butte	Big Lost MFPT (range)	MFPT			
Bannick/Oneida	Eastern Idaho Plan Amendment (wilderness)	Preliminary FEIS			
Soda Springs	Caribou RMP (range)		New Start		DEIS, FEIS.
Medicine Lodge	Medicine Lodge RMP (range, wildlife, wilderness).		DEIS	FEIS	
Salmon, ID:					
Challis-Mackay	Mackay MFPT (range)	MFPT			
Big Butte/Pahsimeroi	Big Lost/Mackay Plan Amendment (wilderness).	EA			
Lemhi	Lemhi RMP (range, wilderness)	New Start			DEIS, FEIS.
Pahsimeroi	Ellis-Pahsimeroi MFPT (range)	MFPT			
Shoshone, ID:					
Bennett Hills	Monument RMP (range, wilderness)		DEIS	FEIS	
Monument	Monument RMP (range, wilderness)		DEIS	FEIS	
Do	Shoshone-Sun Valley Wilderness Plan Amendment (wilderness).	Preliminary FEIS			
Miles City, MT:					
New Prairie	New Prairie MFPT (coal)	MFPT			
Redwater	Redwater MFPT (coal)	MFPT			
Powder River	Powder River RMP (coal, range)		DEIS, FEIS		
Dickinson, MT:					
West Central	West Central Plan Amendment (coal)	MFPA			
Southwest	Southwest Plan Amendment (coal)	MFPA			
Golden Valley	Golden Valley Plan Amendment (coal)	MFPA			
McKenzie-Williams	McKenzie-Williams Plan Amendment (coal)	MFPA			
Lewistown, MT:					
Billings	Billings RMP (range, oil and gas, coal, wilderness).	FEIS			
Phillips	Phillips Plan Amendment (range)	MFPA			
Valley	Valley Plan Amendment (range)	MFPA			
Havre	Havre Plan Amendment (range, wild horses)	MFPA			
Havre	Havre RMP (range, oil and gas)		New start		
Judith	Petroleum RMP (range, oil and gas)				
Butte, MT:					
Headwaters	Headwaters RMP (oil and gas, forestry, range, wilderness).	FEIS			
Garnet	Garnet RMP (oil and gas, forestry)	New Start	DEIS	FEIS	
Centennial WSA	Centennial WSA Plan Amendment (wilderness).	MFPA			
Elko, NV:					
Wells	Wells RMP (range, lands, wilderness)	FEIS			
Elko	Elko RMP (range, wilderness)		New Start		DEIS, FEIS.
Winnemucca, NV:					
Paradise-Denio	Paradise-Denio Plan Amendment (wilderness)	Preliminary FEIS			
Sonoma-Gerlach	Sonoma-Gerlach Plan Amendment (wilderness).	Preliminary FEIS			
Carson City, NV:					
Lahontan and Walker	Reno MFPT (range)	MFPT			
Lahontan	Lahontan RMP (range, wilderness)	DEIS	FEIS		
Walker	Walker RMP (range, wilderness)	New Start	DEIS	FEIS	

BUREAU OF LAND MANAGEMENT PLANNING SCHEDULE—Continued

District, State and resource area	Plan name (major resource issues)	Fiscal year 1983	Fiscal year 1984	Fiscal year 1985	Fiscal year 1986
Ely, NV:					
Schell	Schell MFPT (range)	MFPT			
Do	Schell MFPT (wilderness)	Preliminary FEIS			
Egan	Egan RMP (range, wilderness)	DEIS	FEIS		
Las Vegas, NV: Stateline-Esmeralda.	Esmeralda Plan Amendment (range, ORV, wilderness, lands).		DEIS	FEIS, Preliminary FEIS	
Battle Mountain, NV: Shoshone-Eureka.	Shoshone-Eureka RMP (range, lands, wilderness).	DEIS, FEIS			
Las Cruces, NM:					
Las Cruces/Lordsburg	Las Cruces/Lordsburg Plan Amendment (range, energy).	DEIS, FEIS			
White Sands	White Sands RMP (range)		New Start	DEIS, FEIS	
Roswell, NM: Roswell	Roswell Plan Amendment (range)		DEIS, FEIS		
Albuquerque, NM:					
Rio Puerco	Rio Puerco RMP (range)	New Start	DEIS	FEIS	
Farmington	Farmington Plan Amendment (range)				DEIS.
Taos	Taos RMP		New Start		DEIS, FEIS.
Roswell:					
Carlsbad	Carlsbad Plan Amendment (range)				Do.
Oklahoma	Oklahoma Planning Analysis	MFPA	EA (2 counties)	EA (2 counties)	EA (2 counties).
New Mexico State Office	Statewide Wilderness Plan Amendment (wilderness).	Individual EAs	DEIS	Preliminary FEIS	
Lakeview, OR:					
High Desert	High Desert Plan Amendment (wilderness)	MFPA			
Warner Lakes	Warner Lakes Plan Amendment (wilderness)	MFPA			
Burns, OR: John Day	John Day RMP (range, ACEC, wilderness, forestry).		DEIS, FEIS		
Vale, OR:					
Southern Malheur	Southern Malheur Plan Amendment (range, wilderness).	MFPA			
Northern Malheur	Northern Malheur Plan Amendment (range, wilderness).	MFPA			
Baker, OR: Baker	Baker Plan Amendment (wilderness)	MFPA			
Prineville, OR: Central Oregon	John Day River Plan Amendment (wilderness)	MFPA			
Spokane:					
Border	Upper Columbia/San Juan Plan Amendment (wilderness).	MFPA			
Border/Basin	Border/Basin RMP (range, land tenure)	New Start		DEIS, FEIS	
Medford, OR:	Butte Falls, Klamath, Grants Pass, Rogue River, Galice, Glendale.	DEIS	FEIS		
Coos Bay, OR: Myrtlewood	South Coast/Curry Plan Amendment (ACEC)	MFPA			
Vernal, UT: Diamoud Mountain	Ashley Creek Plan Amendment (range, oil shale, tar sand).	MFPA			
Moab, UT: Price River	Price River Plan Amendment (range, tar sand, coal, oil and gas).	MFPA			
Cedar City, UT: Beaver River	Pinyon Plan Amendment (range, oil and gas)	MFPA			
Richfield, UT: Henry Mountain	Henry Mountain Plan Amendment (range, coal, wilderness, tar sand, oil and gas).	MFPA			
Salt Lake, UT: Pony Express	Tooele MFPT (range, wilderness)	MFPT			
Moab, UT: Grand	Grand RMP (range, wilderness, coal, oil and gas, oil shale).	DEIS, FEIS			
Vernal, UT: Bookcliffs	Bookcliffs RMP (range, oil shale, tar sand, oil and gas).		DEIS, FEIS		
Cedar City, UT: Beaver River/Kanab.	Cedar, Beaver, Garfield RMP (range, coal, oil and gas).		DEIS, FEIS		
Richfield, UT: House Range	House Range RMP (range)			DEIS, FEIS	
Salt Lake, UT: Bear River	Box Elder RMP (range)			DEIS, FEIS	
Moab, UT: San Juan	San Juan RMP (range, oil and gas, tar sand)	New Start			DEIS, FEIS.
Salt Lake, UT: Pony Express/Bear River.	Utah Lake RMP (range, oil and gas)	New Start			DEIS, FEIS.
Richfield, UT: Warm Springs	Warm Springs RMP (range, oil and gas)	New Start			DEIS, FEIS.
Moab, UT: San Rafael	San Rafael RMP (range, oil and gas, tar sands).		New Start		
Moab, UT: Price River; San Juan, San Rafael.	Statewide Tar Sand Amendment (tar sand)	DEIS	FEIS		
Utah State Office	Wilderness Amendment		Preliminary FEIS		
Worland, WY:					
Cody	Cody Plan Amendment (wilderness, ORV)		MFPA		
Washakie	Washakie RMP (range, wilderness)	New Start			DEIS, FEIS.
Rawlins, WY:					
Divide-Overland	Divide-Overland MFPT (range, wilderness)	MFPT			
Lander	Lander RMP (range, wilderness)		New Start	DEIS, FEIS	
Medicine Bow	Medicine Bow RMP				DEIS, FEIS.
Rock Springs, WY:					
Big Sandy	Big Sandy MFPT (range, coal, wilderness, trona, oil & gas).				
Salt Wells	Salt Wells MFPT (range, wilderness, trona, oil & gas).	MFPT			
Kemmerer	Kemmerer RMP (range, minerals)	New start		DEIS, FEIS	
Pinedale	Pinedale RMP (range, ORV, wilderness, oil and gas).	New start			DEIS, FEIS.
Casper, WY:					
Platte river	Platte River RMP (range)		FEIS		
Do	Eastern Powder River Coal (North Converse County) Plan Amendment.	MFPA			
Buffalo	Buffalo RMP (range, wilderness)	DEIS, FEIS			
EASTERN STATES	Louisiana MUP (lands disposal, minerals)			Final Plan	
Do	Michigan MUP (lands disposal, minerals)		Final Plan		
Do	do			Final Plan	
Do	Florida MUP (lands disposal, minerals)			Final Plan	
Do	Kentucky MUP (lands disposal, minerals)				Final plan.

BUREAU OF LAND MANAGEMENT PLANNING SCHEDULE—Continued

District, State and resource area	Plan name (major resource issues)	Fiscal year 1983	Fiscal year 1984	Fiscal year 1985	Fiscal year 1986
Do	Illinois MUP (lands disposal, minerals)			Final Plan	
Do	Arkansas MUP (lands disposal, minerals)		Final Plan		
Do	Missouri MUP (lands disposal, minerals)		Final Plan		
Kemmerer	Kemmerer RMP (range, minerals)	New start		DEIS, FEIS	
Pinedale	Pinedale RMP (range, ORV, wilderness, oil and gas).	New start			DEIS, FEIS.
Casper, WY:					
Platte river	Platte River RMP (range)		FEIS		
Do	Eastern Powder River Coal (North Converse County) Plan Amendment.	MFPA			
Buffalo	Buffalo RMP (range, wilderness)	DEIS, FEIS			
EASTERN STATES	Louisiana MUP (lands disposal, minerals)	Final Plan			
Do	Michigan MUP (lands disposal, minerals)	Final Plan			
Do	Mississippi MUP (lands disposal, minerals)		Final plan		
Do	Florida MUP (lands disposal, minerals)		do		
Do	Kentucky MUP (lands disposal, minerals)		do		
Do	Illinois MUP (lands disposal, minerals)		do		
Do	Arkansas MUP (lands disposal, minerals)			Final plan	
Do	Missouri MUP (lands disposal, minerals)			do	
Do	Ohio MUP (lands disposal, minerals)			Final plan	
Do	Indiana MUP (lands disposal, minerals)				Final plan
Do	Iowa MUP (lands disposal, minerals)				Do.
Do	Tennessee MUP (lands disposal, minerals)				Do.

Key to Abbreviations

ACEC—Area of critical environmental concern
DEIS—Draft environmental impact statement
EA—Environment assessment
FEIS—Final environmental impact statement
MFPA—Management framework plan amendment
MFPT—Transition management framework plan
MUP—Multiple use plan (only in Eastern States Office)
ORV—Off-road vehicle
PFEIS—Preliminary final environmental impact statement (only for wilderness issues)
RMP—Resource management plan.

Dated: March 9, 1983.

James M. Parker,

Acting Director.

[FR Doc. 83-14696 Filed 6-3-83; 8:45 am]

BILLING CODES 3410-11; 4310-84-M

COMMISSION OF FINE ARTS

Meeting

The Commission of Fine Arts meeting scheduled for June 14, 1983 is cancelled. The next meeting will be held on Tuesday, July 12, 1983 at 10:00 a.m. in the Commission's offices at 708 Jackson Place NW., Washington, D.C. 20006 to discuss various projects affecting the appearance of Washington including buildings, memorials, parks, etc., also matters of design referred by other agencies of the government. Access for handicapped persons will be through the main entrance to the New Executive Office Building on 17th Street between Pennsylvania Avenue and H Street NW.

Inquiries regarding the agenda and requests to submit written or oral statements should be addressed to Mr. Charles Atherton, Secretary, Commission of Fine Arts, at the above address or call 566-1066.

Dated in Washington, D.C., May 27, 1983.

Charles H. Atherton,

Secretary.

[FR Doc. 83-15056 Filed 6-3-83; 8:45 am]

BILLING CODE 6330-01-M

DEPARTMENT OF COMMERCE

International Trade Administration

Certain Stainless Sheet and Strip Products From France: Amendment to Final Determinations of Sales at Less Than Fair Value

AGENCY: International Trade Administration, Department of Commerce.

ACTION: Amendment to the final determinations of sales at less than fair value.

SUMMARY: On April 29, 1983, we published final affirmative antidumping duty determinations on certain stainless steel sheet and strip products from France (48 FR 19441). Due to a clerical error when computing the weighted-average margins for sales of cold-rolled sheet by Ugine-Gueugnon, sales of a product group which was outside the scope of the investigations were inadvertently included. Due to an investigative error, the interest on a value-added tax as incorrectly deducted from the United States price for sales of cold-rolled sheet and strip by Usinor. Also, for Usinor, we have allowed a claimed adjustment for surface differences on sales of strip. This adjustment was not previously allowed because the adjustment was incorrectly shown on the computer tapes and was not brought to our attention until after publication of the final determinations; we now correct that error.

In the "United States Price" section of the notice, we stated: "We also made a deduction for a value-added tax, erroneously reported as an uncollected export duty and included in the United States sales prices reported by Usinor, as the home market prices reported to us contained no amount for this tax." This

sentence should be deleted. Also, in the "United States Price" section of the notice under "*Usinor.*" we stated: "A value added tax, erroneously described as an uncollected export duty and included in the United States sales prices reported by Usinor, was deducted from the United States price as the home market prices reported to us contained no amount for this tax." This sentence should be deleted.

In the "Foreign Market Value" section of the notice, under "*Usinor:*", the following paragraph should be added. "We allowed a claimed adjustment for certain surface differences on sales of strip. We did not allow a claimed deduction for an imputed interest icurred in the home market on value-added tax (VAT) expenses for the time period between the time the VAT was paid on raw materials and the time the VAT was collected on the sale of the finished product. It is the Department's policy to allow deductions for interest expense only when it is a directly related selling expense."

In the "Results of Investigations" section of the notice, we stated: "For cold-rolled stainless steel sheet, margins were found on 38 percent of metric tons sold. The margins ranged from .1 percent to 55.3 percent. The overall weighted-average margin on these sales was 6.5 percent." This sentence should read: "For cold-rolled stainless steel sheet, margins were found on 35.7 percent of metric tons sold. The margins ranged from .01 percent to 46.5 percent. The overall weighted-average margin on these sales was 3.4 percent. For cold-rolled stainless steel strip, margins were found on 61.8 percent of metric tons sold. The margins ranged from .1 percent to 55.3 percent. The overall weighted-average margin on these sales was 5.3 percent."

In the "Continuation of Suspension of Liquidation" section of the notice, the posting of a cash deposit, bond, or other security will be based on the following revised weighted-average margins.

Manufacturer/producer/exporter	Weighted-average margins
Hot-rolled stainless steel sheet:	
Ugine-Gueugnon	2.9
Usinor	4.7
All Other Manufacturers/Producers/Exporters	3.4
Hot-rolled stainless steel strip:	
Usinor	7.9
All Other Manufacturers/Producers/Exporters	5.3
Cold-rolled stainless steel sheet:	
Ugine-Gueugnon	2.9
Usinor	4.7
All Other Manufacturers/Producers/Exporters	3.4
Cold-rolled stainless steel sheet:	
Usinor	7.9
All Other Manufacturers/Producers/Exporters	5.3

This amendment corrects the four sections quoted. No other information in the April 29, 1983, determinations is affected by this amendment.

EFFECTIVE DATE: June 6, 1983.

FOR FURTHER INFORMATION CONTACT: Raymond G. Busen, Office of Investigations, Import Administration, International Trade Administration, United States Department of Commerce, 14th Street and Constitution Avenue, N.W., Washington, D.C. 20230 (202-377-1276).

Lawrence J. Brady,

Assistant Secretary for Trade Administration.

May 27, 1983.

[FR Doc. 83-15020 Filed 6-3-83; 8:45 am]

BILLING CODE 3510-25-M

Final Affirmation Countervailing Duty Determination: Frozen Concentrated Orange Juice From Brazil

AGENCY: International Trade Administration, Commerce.

ACTION: Final affirmative countervailing duty determination.

SUMMARY: We have determined that certain benefits which constitute subsidies within the meaning of the countervailing duty laws are being provided to manufacturers, producers, or exporters in Brazil of frozen concentrated orange juice. The estimated net subsidy is 2.77 percent *ad valorem*. The U.S. International Trade Commission (ITC) will determine within 45 days of the publication of this notice whether these imports are materially injuring, or are threatening to materially injure, a U.S. industry.

The Department of Commerce (the Department) and the government of Brazil have entered into a suspension agreement. We continued the investigation at the request of the government of Brazil in accordance with section 704(g) of the Tariff Act of 1930, as amended (the Act). If the final determination by the ITC is negative, the suspension agreement shall have no force or effect. If the final determination by the ITC is affirmative, the suspension agreement shall remain in force.

EFFECTIVE DATE: June 6, 1983.

FOR FURTHER INFORMATION CONTACT: Francis R. Crowe, Office of Investigations, Import Administration, International Trade Administration, U.S. Department of Commerce, 14th Street and Constitution Avenue, N.W., Washington, D.C. 20230, telephone: (202) 377-0171.

SUPPLEMENTARY INFORMATION:

Final Determination

Based upon our investigation, we have determined that certain benefits which constitute subsidies within the meaning of section 701 of the Act are being provided to manufacturers, producers, or exporters in Brazil of frozen concentrated orange juice. For purposes of this investigation, the following programs are found to confer subsidies:

- Preferential working capital financing for exports.
- Income tax exemption for export earnings.

We have determined the estimated net subsidy on frozen concentrated orange juice from Brazil to be 2.77 percent *ad valorem*.

The Department of Commerce (the Department) and the government of Brazil have entered into a suspension agreement. If the final determination by the ITC is negative, the suspension agreement shall have no force or effect. If the final determination by the ITC is affirmative, the suspension agreement shall remain in force.

Case History

On July 14, 1982, we received a petition from Florida Citrus Mutual, filed on behalf of the U.S. growers of oranges for processing into frozen concentrated orange juice. The petition alleged that certain benefits which constitute subsidies within the meaning of section 701 of the Act are being provided, directly or indirectly, to the manufacturers, producers, or exporters in Brazil of frozen concentrated orange juice.

We found the petition to contain sufficient grounds upon which to initiate a countervailing duty investigation, and on August 2, 1982, we started an investigation (47 FR 37172). We stated that we expected to issue a preliminary determination by October 7, 1982. We subsequently determined that the investigation is "extraordinarily complicated," as defined in section 703(c) of the Act, and postponed our preliminary determination for 65 days until December 13, 1982 (47 FR 45896).

Since Brazil is a "country under the Agreement" within the meaning of section 701(b) of the Act, an injury determination is required for this investigation. Therefore, we notified the U.S. International Trade Commission (ITC) of our initiation. On September 9,

1982, the ITC determined that there is a reasonable indication that these imports are materially injuring, or are threatening to materially injure, a U.S. industry (47 FR 39740).

We presented a questionnaire concerning the allegations to the government of Brazil in Washington, D.C. on August 27, 1982. On December 1, 1982, we received the response to that questionnaire.

On December 13, 1982, we preliminarily determined that the government of Brazil was providing its manufacturers, producers, or exporters of frozen concentrated orange juice with benefits that constitute subsidies. The programs preliminarily determined to bestow subsidies were:

- Preferential working capital financing for exports.
- Income tax exemption for export earnings.

Notice of the preliminary affirmative countervailing duty determination was published on December 17, 1982 (47 FR 56528). We directed the U.S Customs Service to suspend liquidation of all entries of the frozen concentrated orange juice entered, or withdrawn from warehouse, for consumption on or after December 17, 1982, and to require the posting of a cash deposit, bond or other security in the amount of 2.655 percent of the f.o.b. value of the merchandise.

On January 25, 1983, the Department and the government of Brazil initialed a proposed agreement to suspend the countervailing duty investigation involving frozen concentrated orange juice from Brazil. The basis for the proposed agreement was that the government of Brazil would offset by an export tax the entire amount of benefits we found to confer subsidies on exports of frozen concentrated orange juice to the United States.

On the same date, in compliance with the procedural requirements of section 704(e) of the Act, we consulted with the petitioners regarding the proposed agreement and provided them a copy of it. We received no comments concerning the proposed agreement.

On February 24, 1983, the Department and the government of Brazil signed a suspension agreement, as provided for under section 704 of the Act. The agreement became effective with its publication in the **Federal Register** on March 2, 1983 (48 FR 8839). Under the agreement, the government of Brazil is required to offset completely by an export tax the amount of the net subsidy determined by the Department to exist on Brazilian exports of frozen concentrated orange juice to the United States.

By letter of March 21, 1983, counsel for the government of Brazil requested that the investigation be continued under section 704(g) of the Act. Therefore, we have completed the investigation and are issuing a final determination.

Scope of Investigation

The product covered by this investigation is frozen concentrated orange juice as provided for in item 165.35 of the *Tariff Schedules of the United States.*

There are nine known producers and exporters in Brazil of frozen concentrated orange juice to the United States. We have received information from the government regarding three of these companies, Cargill Industrial Ltda. (CARGILL), Citrosuco Paulista S.A. (CITROSUCO) and Sucocitrico Cutrale S.A. (CUTRALE), which represented over 85 percent of exports of this product to the United States during a recent, representative period—calendar year 1981.

The period for which we are measuring subsidization is that fiscal year for each company which most closely corresponds to calendar year 1981. That period is March 1, 1981 to February 28, 1982 for CARGILL; and May 1, 1981 to April 30, 1982 for CITROSUCO and CUTRALE. We have referred to these periods as fiscal year 1981 in this notice. It its response, the government of Brazil provided data for the applicable periods.

Analysis of Programs

I. Programs Determined To Confer Subsidies

We have determined that subsidies are being provided to manufacturers, producers, or exporters in Brazil of frozen concentrated orange juice under the following programs.

A. Preferential Working Capital Financing for Exports: Resolution 674

Under this program, companies are declared eligible to receive working capital loans by the Department of Foreign Commerce of the Banco Central do Brasil (CACEX). These loans may have a duration of up to one year. Firms in the frozen concentrated orange juice industry can obtain this financing at preferential rates for up to 12 percent of the net f.o.b. value of the previous year's exports. The maximum dollar eligibility under this program is established by CACEX and is stated on the "Certificado de Habilitacao" issued to recipients. Since this program is designed to promote exports and is tied to export performance, we have determined that such financing is an export subsidy and therefore is countervailable. This program has also been found to be countervailable in previous investigations involving Brazilian products.

The net export value is calculated by taking numerous deductions from the export value of the merchandise, including agent commissions, contractual penalties or refunds, exports denominated in cruzeiros, imported inputs over 20 percent of the export value, and a deduction for the company's trade deficit as a percentage of the value of its exports.

To determine the value of loans in existence under this program during the 1981 fiscal year, we prorated any loans that straddled other fiscal years. For loans taken out in fiscal year 1980, only that portion extending into fiscal year 1981 was included in our calculation. Any fiscal year 1981 loans extending into fiscal year 1982 were similarly adjusted.

As in previous Brazilian countervailing duty cases, we are using the rate established by the Banco do Brasil for discounting sales of accounts receivable as the commercial rate for the acquisition of short-term working capital. We have used this comparison because information provided by the government of Brazil indicates that within the Brazilian financial system, working capital is normally raised through the sale of accounts receivable. In the review period the annual rate for discounting sales of accounts receivable was 59.6 percent plus a 6.9 percent tax on financial transactions (IOF). The subsidy is the difference between the interest rate available under Resolution 674 and the commercial rate.

The interest rate on loans under Resolution 674 is 40 percent, with interest pyable semiannually and the principal fully payable on the due of the loan. The effective rate of interest for these loans is 44 percent. These loans are also exempt from the IOF. Therefore, the differential between these two types of financing is 22.5 percent. Multiplying this differential by the amount of preferential financing received and dividing the result by the value of exports, we calculated a subsidy of 1.64 percent *ad valorem.*

On February 11, 1983, the government of Brazil notified the Department that the Banco do Brasil rate for discounting accounts receivable had increased from 59.6 percent to 72 percent effective January 3, 1983. In addition, effective January 11, 1983, the tax on financial transactions was reduced from 6.9 percent to 4.6 percent. These changes result in a subsidy rate differential of

32.6 percent rather than 22.5 percent as stated above. Consequently, since the rate established for purposes of the suspension agreement is prospective, we will use 32.6 percent as the applicable differential in determining the net subsidy rate which must be offset by an export tax under the terms of the agreement.

B. Income Tax Exemption for Export Earnings

Exporters of frozen concentrated orange juice are eligible to participate in this program, under which the percentage of their profit attributable to export revenue is exempt from income tax. To arrive at this percentage, export revenue is divided by total revenue. The amount of profit exempt from the income tax is then multiplied by the 35 percent corporate income tax rate to determine the amount of the benefit. Since the program is designed to promote exports and is tied to export performance, we have determined that it is an export subsidy and therefore is countervailable. This program has also been found to be countervailable in previous investigations involving Brazilian products.

In a program of this kind, benefits cannot be determined with finality until the books are closed sometime in the following year. Therefore, we must look at fiscal year 1980 income tax returns to determine if any benefit was received in fiscal year 1981. All three companies received benefits under this program in fiscal year 1981. By dividing the benefit received by the value of exports of the companies under investigation, we calculated a subsidy of 1.13 percent *ad valorem*.

II. Programs Determined Not To Confer Subsidies

We have determined that subsidies are not being provided to manufacturers, producers, or exporters in Brazil of frozen concentrated orange juice under the following programs.

A. Exemption From State Value-Added Tax (ICM)

The state value-added tax (ICM) is applicable only to domestic sales of frozen concentrated orange juice. Export transactions are exempt from such taxation. The exemption of indirect taxes levied on the value added on exported goods does not consitute a countervailable benefit under either section 303 or section 701 of the Act.

B. Exemption From Federal Industrialized Products Tax (IPI)

The federal IPI value-added tax is applicable only to domestic sales of frozen concentrated orange juice. Export transactions are exempt from such taxation. The exemption of indirect taxes levied on the value added on exported goods does not constitute a countervailable benefit under either section 303 or section 701 of the Act.

III. Program Determined Not to Be Used

We have determined that the following program was not used by the manufacturers, producers, or exporters in Brazil of frozen concentrated orange juice.

A. Federal Industrialized Products Tax (IPI) Export Credit Premium

The IPI export credit premium program was suspended on December 7, 1979. When the IPI export credit premium was reinstated on April 1, 1981, the orange concentrate industry was specifically excluded from receiving the benefits of this program (Ministry of Finance Ordinance No. 78).

IV. Program Determined To Be no Longer in Existence

We have determined that the following program is no longer in existence.

A. State Value-Added Tax (ICM) Export Credit Premium

This program, under which Brazilian companies were eligible for an overrebate of a state value-added tax on goods destined for export, was eliminated by Convention 01–79, published January 12, 1979.

Verification

In accordance with section 776(a) of the Act, we have verified data used in making our final determination. During this verfication, we followed normal procedures, including inspection of documents, discussions with company and government officials and inspection of manufacturer's records.

Administrative Procedures

The Department has afforded interested parties an opportunity to present oral views in accordance with its regulations (19 CFR 355.35). There was no request of a public hearing. In accordance with the Department's regulations (19 CFR 355.34(a)), written views concerning the preliminary determination have been received and considered. All comments received were addressed in the notice of suspension of this investigation (48 FR 8839).

Suspension of Liquidation

The suspension of liquidation of entries of frozen concentrated orange juice pursuant to the preliminary affirmative determination was terminated upon publication of the notice of suspension of the investigation.

ITC Notification

In accordance with Section 705(d) of the Act, we will notify the ITC of our determination. In addition, we are making available to the ITC all non-privileged and non-confidential information relating to this investigation. We will allow the ITC access to all privileged and confidential information in our files, provided the ITC confirms that it will not disclose such information, either publicly or under an administrative protective order, without the written consent of the Deputy Assistant Secretary for Import Administration. The ITC will determine within 45 days of the publication of this notice whether imports of frozen concentrated orange juice from Brazil are materially injuring, or are threatening to materially injure, a U.S. industry. If the ITC determines that material injury, or threat or material injury, does not exist, the agreement will have no force or effect and this investigation will be terminated. However, if the ITC determines that such injury does exist, the suspension agreement will remain in force, and we will not issue a countervailing duty order as long as the requirements of section 704(f)(3)(B) of the Act are met.

This determination is published in accordance with section 705(d) of the Act.

Lawrence J. Brady,

Assistant Secretary for Trade Administration.

May 24, 1983.

[FR Doc. 83-15021 Filed 6-3-83; 8:45 am]

BILLING CODE 3510-25-M

Tool Steel From the Federal Republic of Germany: Final Determination of Sales at Less Than Fair Value

AGENCY: International Trade Administration, Commerce.

ACTION: Notice of Final Determination of Sales at Less Than Fair Value.

SUMMARY: We have determined that tool steel from the Federal Republic of Germany (FRG) is being sold in the United States at less than fair value. The United States International Trade Commission (ITC) will determine within 45 days of publication of this notice whether these imports are materially injuring, or are threatening to materially injure, a United States industry.

EFFECTIVE DATE: June 6, 1983.

FOR FURTHER INFORMATION CONTACT: Charles Wilson or David Layton, Office

of Investigations, Import Administration, United States Department of Commerce, 14th Street and Constitution Ave., NW., Washington, D.C. 20230, (202) 377-5288 or (202) 377-0160.

SUPPLEMENTARY INFORMATION:

Case History

On July 30, 1982, we received a petition filed by counsel on behalf of 9 U.S. specialty steel producers and on behalf of the United Steel Workers of America. In compliance with the filing requirements of § 353.36 of the Commerce Regulations (19 CFR 353.36), the petition alleged that imports from the FRG of tool steel are being, or are likely to be, sold in the United States at less than fair value within the meaning of section 731 of the Tariff Act of 1930, as amended (the Act), and that these imports are materially injuring, or are threateping to materially injure, a United States industry.

After reviewing the petition, we determined in contained sufficient grounds to initiate an antidumping investigation. We notified the ITC of our action and initiated the investigation on August 18, 1982 (47 FR 22132). On September 13, 1982, the ITC found that there is a reasonable indication that imports of tool steel are materially injuring, or are threatening to materially injure, a United States industry.

Questionnaires were presented to Edelstahlwerke Buderus AG (Buderus) on September 9, 1982, ARBED Saarstahl GmbH (Saarstahl) on September 10, 1982, and Thyssen Edelstahlwerke AG (Thyssen) on September 21, 1982.

Responses were received on November 1, 1982 from Buderus, on November 15, 1982 from Thyssen, and on December 20, 1982 from Saarstahl. The response from Saarstahl was not received in time to be considered for purposes of the preliminary determination. Our review of the Buderus response revealed numerous deficiencies and we requested additional information which was submitted on December 6, 1982. Thyssen furnished computer printouts on November 19, 1982, a partial narrative response on December 6, 1982, and additional information on December 23, 1982, which was not in time to be considered for purposes of the preliminarily determination.

Therefore, we based our preliminary determination of January 12, 1983 (48 FR 1334) on the best information available, which was contained in the petition, as regards Thyssen and Saarstahl. We preliminary determined that imports of tool steel from Buderus should be excluded from the preliminary determination because we found a 0.4 percent weighted-average margin, which is *de minimis*.

We requested and received a new computer tape which included production costs as well as clarifying and explanatory information since our preliminary determination. This additional information now causes us to include this company in our final affirmative determination.

On February 18, 1983, we published a notice extending the period for making our final determination by 60 days until May 27, 1983, at the request of exporters who accounted for a significant portion of exports of this merchandise in accordance with section 735(a)(2) of the Act (48 FR 7242).

On March 21 through March 31, 1983, we verified the response of Thyssen. On March 21-25, 1983, we verified the response of Buderus. On March 28-31, 1983, we verified the response of Saarstahl.

Our verification revealed further deficiencies in the responses of all three companies, and we requested additional information. We received the information requested from Thyssen on April 13, 1983, from Saarstahl on April 14, 1983, and from Buderus on April 12, 1983.

We verified Thyssen's exporter's sales price portion of the response on April 12-15, 1983, at Thyssen Specially Steel, Inc., in Chicago.

Our notice of preliminary determination provided interested parties an opportunity to submit views orally and in writing. We did not hold a public hearing, because none of the interested parties requested a hearing.

Scope of Investigation

The product covered by this investigation is tool steel as used in hand tools or for cutting, shaping, forming, and blanking of materials at either ordinary or elevated temperatures. Tool steel covers hot-finished tool steel and cold-finished tool steel, high speed tool steel, chipper knife steel, and band saw steel bars and rods. The merchandise is currently classified under item numbers 606.9300, 606.9400, 606.9505, 606.9510, 606.9520, 606.9525, 606.9535, 606.9540, 607.2800, 607.3405, 607.3420, 607.4600, 607.5405, and 607.5420 of the *Tariff Schedules of the United States Annotated*. Valve steel is not within the scope of this investigation.

Since Saarstahl, Thyssen and Buderus manufacture and export virtually all of the tool steel exported from the FRG to the United States, we limited our investigation to them.

This investigation covers the period from February 1 to August 1, 1982, for United States sales and from November 1, 1981 to August 1, 1982, for home market transactions. The longer period for home market transactions was used in order to include sales in the home market at the time of exportation of tool steel where exporter's sales price is the proper basis for United States price. As explained below, the investigative period for sales by Saarstahl was November 1, 1981 to March 1, 1982 since Saarstahl was unable to provide us with information for the investigative period.

Fair Value Comparison

To determine whether sales of the subject merchandise in the United States were made at less than fair value, we compared United States price with the foreign market value.

United States Price

As provided in section 772 of the Act, we used purchase price to represent United States price for sales by Buderus and Saarstahl because the merchandise was sold to unrelated purchasers prior to its importation into the United States. For Thyssen, we used exporter's sales price to represent United States price, because the merchandise was sold to unrelated purchasers after its importation into the United States.

We calculated the purchase price based on the f.o.b., c. & f., c.i.f., and c.i.f., duty paid, packed price to unrelated purchasers. Where appropriate, we made deductions for the costs of foreign inland freight, foreign inland insurance, ocean freight, marine insurance, United States duty, and customs brokerage.

Where we used exporter's sales price, we made additional deductions, where appropriate, for credit costs, warranty costs, cutting costs, and other selling expenses incurred in the United States.

Foreign Market Value

In accordance with section 773 of the Act, we calculated foreign market value based on home market sales, and where appropriate, constructed value. For purposes of determining similar merchandise under section 771(16) of the Act, we made comparisons based on categories selected by a Commerce Department industry expert.

The petitioner alleged that sales in the home market were at prices below the cost of producing tool steel. We examined production costs which included all appropriate costs for materials, fabrication and general expenses. Sales below the cost of production were found to be made for certain categories of tool steel examined. Where sales of any category of the merchandise under investigation

were made over an extended period of time and in substantial quantities, and were at prices which did not permit recovery of all costs within a reasonable period of time in the normal course of trade, the Department disregarded these sales in its analysis in accordance with section 773(b) of the Act. For certain categories, we found that sufficient sales of tool steel were made at or above the cost of production and, therefore, those sales were used in makng price-to-price comparisons with sales in the United States market. For certain other categories of tool steel, we found that sales which were made above the cost of production were inadequate as a basis for the determination of foreign market value and consequently, we used the constructed value of the merchandise for these categories of tool steel to determine their foreign market value.

The home market prices for all three manufacturers were based on delivered, packed prices to unrelated purchasers. From these prices we deducted, where appropriate, inland freight and inland insurance. We made adjustments, where appropriate, for credit costs, warranty costs, cutting costs, and the cost of materials, labor, and directly related factory overhead associated with differences in the merchandise. We also deducted home market packing cost and added the cost of United States packing.

Where we used exporter's sales price, we deducted indirect selling expenses to offset other United States selling expenses.

Where we used constructed value as a basis for foreign market value, we calculated it to include the cost of materials, fabrication, general expenses, profit and the cost of packing. The amount added for general expenses was the statutory minimum of 10 percent of the sum of material and fabrication costs when the statutory minimum was higher than the actual general expenses. When the actual general expenses were higher than the statutory minimum, these expenses were added. The amount added for profit was the statutory minimum of 8 percent of the sum of materials, fabrication costs, and general expenses because the actual profit was less than 8 percent.

Buderus: We did not allow as a circumstances of sale adjustment an expense for technical services, because Buderus did not demonstrate that this claim was directly related to the sales of the merchandise covered by these investigations as required by section 353.15 of the Commerce Regulations.

We also did not allow a claim for a commission, because this commission was paid to sales personnel of Buderus as part of that company's compensation plan.

Saarstahl: As previously mentioned, this investigation covers the period from February 1 to August 1, 1982 for United States sales and from November 1, 1981 to August 1, 1982, for home market transactions. Saarstahl did provide us with home market sales information for the period November 1, 1981 to August 1, 1982.

For United States sales, however, Saarstahl provided us only with information concerning its deliveries to the United States during the period of investigation. The dates of purchase for these deliveries occurred during the period February 1, 1981 to March 1, 1982. Consequently, we have contemporaneous sales data for only 4 months, November 1981 through February 1982. We have used this for our price comparisons for Saarstahl.

Thyssen: In accordance with section 353.15 of the Commerce Regulations, we allowed a claim for after-sale warehousing expenses, because Thyssen demonstrated that these expenses were incurred after the sale by specific contractual agreement.

For the same reason as stated for Buderus, we did not allow as a circumstance of sale adjustment, Thyssen's claim for an expense for technical services.

Verification

In accordance with section 776(a) of the Act, we verified all of the information used in making these determinations. We were granted access to the books and records of Thyssen, Saarstahl, Buderus and Thyssen Speciality Steel, Inc. We used standard verification procedures, including examination of accounting records, financial statements, and selected documents containing relevant information.

Result of Investigations

Except as noted for Saarstahl, we made fair value comparisons on all the reported tool steel sold in the United States by the three German companies. Margins were found on 40.94 percent of metric tons sold. The margins range from 1.55 percent to 219.34 percent. The overall weighted-average margin on these sales was 10.23 percent.

Final Determination

Based on our investigations and in accordance with section 735(a) of the Act, we have reached a final determination that tool steel from the FRG is being sold in the United States at less than fair value within the meaning of section 731 of the Act.

Continuation of Suspension of Liquidation

Liquidation will continue to be suspended on all entries of tool steel from the FRG from Saarstahl and Thyssen. For Buderus, liquidation will be suspended as of the date of this notice. The United States Customs Service will continue to require the posting of a cash deposit, bond, or other security in amounts of the following overall weighted-average margins for tool steel. The bond or cash deposit requirements established in our preliminary determination of January 12, 1983, are no longer in effect.

Manufacturer/producer/exporter	Weighted-average margins
Buderus	6.73
Saarstahl	18.41
Thyssen	7.04
All other manufacturers/producers/exporters	10.23

ITC Notification

We are notifying the ITC and making available to it all non-privileged and non-confidential information relating to this determination. We will allow the ITC access to all privileged and confidential information in our files, provided it confirms that it will not disclose such information, either publicly or under an administrative protective order, without the written consent of the Deputy Assistant Secretary for Import Administration. If the ITC determines that material injury or threat of material injury does not exist, this proceeding will be terminated and all securities posted as a result of the suspension of liquidation will be refunded or cancelled. If the ITC determines that such injury does exist, we will issue an antidumping order directing Customs officers to assess an antidumping duty on tool steel from the FRG entered, or withdrawn from warehouse, for consumption after the suspension of liquidation, equal to the amount by which the foreign market value exceeds the United States price. This determination is being published pursuant to section 735(d) of the Act (19 U.S.C. 1673(d)).

Lawrence J. Brady,

Assistant Secretary for Import Administration.

[FR Doc. 83-15022 Filed 6-3-83; 8:45 am]

BILLING CODE 3510-25-M

Final Affirmative Countervailing Duty Determination; Tool Steel From Brazil

AGENCY: International Trade Administration, Commerce.

ACTION: Final affirmative countervailing duty determination.

SUMMARY: We have determined that certain benefits which constitute subsidies within the meaning of the countervailing duty law are being provided to manufacturers, producers, or exporters in Brazil of tool steel. The estimated net subsidy is 18.77 percent *ad valorem*. The U.S. International Trade Commission (ITC) will determine within 45 days of the publication of this notice whether these imports are materially injuring, or are threatening to materially injure, a U.S. industry.

The Department of Commerce (the Department) and the government of Brazil have entered into a suspension agreement. We continued the investigaton at the request of the petitioners in accordance with section 704(g) of the Tariff Act of 1930, as amended (the Act). If the final determination by the ITC is negative, the suspension agreement shall have no force or effect. If the final determination by the ITC is affirmative, the suspension agreement shall remain in force.

EFFECTIVE DATE: June 6, 1983.

FOR FURTHER INFORMATION CONTACT: Francis R. Crowe, Office of Investigations, Import Administration, International Trade Administration, U.S. Department of Commerce, 14th Street and Constitution Avenue, N.W., Washington, D.C. 20230, telephone: (202) 377-0171.

SUPPLEMENTARY INFORMATION:

Final Determination

Based upon our investigation, we have determined that certain benefits which constitute subsidies within the meaning of section 701 of the Act are being provided to manufacturers, producers, or exporters in Brazil of tool steel. For purposes of this investigation, the following programs are found to confer subsidies:

- Industrialized Products Tax (IPI) export credit premium.
- Preferential working capital financing for exports.
- Income tax exemption for export earnings.
- Long-term loans.
- IPI rebates for capital investment.
- Industrial Development Council (CDI) program.
- Accelerated depreciation for capital goods manufactured in Brazil.

We have determined the estimated net subsidy on tool steel from Brazil to be 18.77 percent *ad Valorem*.

The Department and the government of Brazil have entered into a suspension agreement. If the final ITC determination is affirmative, the agreement will remain in force, and we will not issue a countervailing duty order as long as the requirements of section 704(f)(3)(B) of the Act are met.

Case History

On July 30, 1982, we received a petition from Al Tech Specialty Steel Corporation, Braeburn Alloy Steel Dicision, Continental Coppoer & Steel Industries, Inc., Carpenter Technology Corporation, Columbia Tool Steel Company, Crucible Specialty Metals Division, Colt Industries, Inc., Cyclops Corporation, Guterl Special Steel Corporation, Jessop Steel Company, Latrobe Steel Company, on behalf of the U.S. industry producing tool steel, and the United Steelworkers of America, AFL-CIO. The petition alleged that certain benefits which constitute subsidies within the meaning of section 701 of the ACt are being provided, directly or indirectly, to the manufacturers, producers, or exporters in Brazil of tool steel.

We found the petition to contain sufficient grounds upon which to initiate a countervailing duty investigation, and on August 18, 1982, we started an investigation (47 FR 36874). We stated that we expected to issue a preliminary determination by October 25, 1982. We subsequently determined that the investigation is "extraordinarily complicated," as defined in section 703(c) of the Act, and postponed our preliminary determination for 65 days until December 27, 1982 (47 FR 49436).

Since Brazil is a "country under the Agreement" within the meaning of section 701(b) of the Act, an injury determination is required for this investigation. Therefore, we notified the U.S. International Trade Commission (ITC) of our initiation. On September 13, 1982, the ITC determined that there is a reasonable indication that these imports are materially injuring, or are threatening to materially injure, a U.S. industry (47 FR 41881).

We presented a questionnaire concerning the allegations to the government of Brazil in Washington, D.C. on September 2, 1982. On November 15, 1982, we received the response to that questionnaire.

On December 27, 1982, we preliminarily determined that the government of Brazil was providing its manufacturers, producers, or exporters of tool steel with benefits that constitute subsidies. The programs preliminarily determined to bestow subsidies were:

- IPI export credit premium.
- Preferential working capital financing for exports.
- Income tax exemption for export earnings.
- Long-term loans.
- IPI rebates for capital investment.
- Industrial Development Council (CDI) program.
- Accelerated depreciation for capital goods manufactured in Brazil.

Notice of the preliminary affirmative countervailing duty determination was published on January 3, 1983 (48 FR 53). We directed the U.S. Customs Service to suspend liquidation of all entries of tool steel entered, or withdrawn from warehouse, for consumption on or after January 3, 1983, and to require the posting of a cash deposit, bond or other security in the amount of 17.766 percent of the f.o.b. value of the merchandise.

On February 10, 1983, the Department initialed a proposed agreement to suspend the countervailing duty investigation involving tool steel from Brazil. The basis for the proposed agreement was that the government of Brazil would offset by an export tax the entire amount of benefits we found to confer subsidies on tool steel exported to the United States.

In compliance with the procedural requirements of section 704(e) of the Act, we consulted with the petitioners concerning the proposed agreement and provided them a copy of it. We received comments on the proposed agreement and addressed them in the notice announcing the suspension of the investigation.

On March 14, 1983, the Department and the government of Brazil signed a suspension agreement, as provided for under section 704 of the Act. The agreement became effective with its publication in the **Federal Register** on March 21, 1983 (43 FR 11731). Under the agreement, the government of Brazil is required to offset completely by an export tax the amount of the net subsidy determined by the Department to exist on Brazilian exports of tool steel to the United States.

By letter of March 22, 1983, counsel for the petitioners requested that the investigation be continued under section 704(g) of the Act. Therefore, we are required to complete the investigation and issue a final determination.

Scope of Investigation

The product covered by this investigation is tool steel which includes hot-finished tool steel, cold-finished tool steel, high speed tool steel, chipper knife

tool steel and band saw steel bars and rods as currently provided for in items 606.9300, 606.9400, 606.9505, 606.9510, 606.9520, 606.9525, 606.9535, 606.9540, 607.2800, 607.3405, 607.3420, 607.4600, 607.5405, and 607.5420 of the *Tariff Schedules of the United States Annotated.*

There are four know producers and exporters in Brazil of tool steel to the United States. We have received information from the government regarding three of these companies, Acos Finos Piratini S/A (PIRATINI), and Acos Villares S/A (VILLARES), and Eletrometal Acos Finos S/A (ELETROMETAL) which represented approximately 93 percent of exports of this product to the United States during calendar year 1981.

The period for which we are measuring subsidization is that fiscal year for each company which most closely corresponds to calendar year 1981. That period is calendar year 1981 for PIRATINI, February 1, 1981 to January 31, 1982 for VILLARES and October 1, 1980 to September 30, 1981 for ELETROMETAL. We have referred to these periods as fiscal year 1981 in this notice. In its response, the government of Brazil provided data for the applicable periods.

Changes Since the Preliminary Determination

During verification we found additional benefits under the accelerated depreciation and long-term loan programs. These changes as well as others which have resulted from alterations in calculations necessitate modification of the export tax established pursuant to the suspension agreement. Such subsequent determinations are provided for under the terms of the agreement. By letter of March 29, 1983, we notified the government of Brazil that such changes may occur as the result of this determination. We will officially notify the government of Brazil of this determination so that they may adjust the export tax accordingly.

Analysis of Programs

I. Programs Determined To Be Subsidies

We have determined that subsidies are being provided to manufacturers, producers, or exporters in Brazil of tool steel under the programs described below.

A. *Industrialized Products Tax (IPI) Export Credit Premium.*

Under this program the bank involved in the export transaction reimburses in cash to the exporter a percentage of the "adjusted" f.o.b. invoice price of the exported merchandise. After having suspended this program in December 1979, the government of Brazil reinstated it on April 1, 1981. Since the IPI export credit premium program is designed to promote exports and is tied to export performance, we have determined that the program is an export subsidy and therefore is countervailable. The program has also been found to be countervailable in previous countervailing duty investigations involving Brazilian products.

Exporters of tool steel are eligible for the maximum IPI export credit premium which, up until March 30, 1982, was 15 percent of the "adjusted" f.o.b. invoice price of the exported merchandise.

Subsequently, the government of Brazil reduced the benefit to 14 percent on March 31, 1982, 12.5 percent on June 30, 1982, and 11 percent on September 30, 1982.

In calculating the amount the exporter is to receive, several deductions may be made to the invoice price to obtain the "adjusted" f.o.b. value. These adjustments include: any agent commissions, rebates or refunds resulting from quality deficiencies or damage during transit, contractual penalties, and the value of imported inputs. In order to receive the maximum export credit premium, the exported product must consist of a minimum of 75 percent value added in Brazil. If this minimum limit is not met, there is a specific calculation to reduce the f.o.b. invoice price when calculating the base upon which the IPI export credit premium is paid.

To determine the amount of the subsidy, we calculated the value to the IPI credits as of the date of shipment. We used this date, rather than the date of receipt, because the value of the IPI credit is calculated as to the date of shipment. To value it on the date of receipt also would lessen its value and thus constitute an offset impermissible under section 771(b). We divided the value to the IPI credits by the value of exports and calculated a subsidy of 13.70 percent.

This rate is premised on an IPI export credit premium of 15 percent during the period for which we are measuring subsidization.

The government of Brazil has made three reductions in the level of the IPI credit during 1982, the most recent on September 30, 1982 to 11 percent. When there is a fundamental change in the benefit from a program after the period of investigation, which is applicable to all recipients, we take cognizance of that change if we have been able to confirm that the change has occurred and if there is no reason to believe that there has been a shift of these benefits to other programs. We then announce the adjustment in the rate for the deposit of estimated countervailing duties in the next notice published in the normal course of the proceeding. Using 1981 information on the amount of benefit received, we have made a proportional reduction in the amount of estimated net subsidy from this program. On this basis, we calculated a current subsidy of 10.05 percent *ad valorem.*

B. *Preferential Working Capital Financing for Exports: Resolution 674.*

Under this program, companies are declared eligible to receive working capital loans by the Department of Foreign Commerce of the Banco Central do Brasil (CACEX). These loans may have duration of up to one year. Firms in the steel industry can obtain this financing at preferential rates for up to 20 percent of the net f.o.b. value of the previous year's exports. This maximum dollar eligibility under this program is established by CACEX and is stated on the "Certificado de Habilitacao" issued to recipients. Since this program is designed to promote exports and is tied to export performance, we have determined that such financing is an export subsidy and therefore is countervailable. This program has also been found to be countervailable in previous investigations involving Brazilian products.

The net export value is calculated by taking numerous deductions from the export value of the merchandise, including agent commissions, contractual penalties or refunds, export denominated in cruzeiros, imported inputs over 20 percent of the export value, and a deduction for the company's trade deficit as a percentage of the value of its exports. In addition, any growth in the cruzeiro value of exports over the previous year will reduce the value of the benefit as a percentage of the current year's exports.

To determine the value of loans in existance under this program during 1981, we prorated any loans that straddled other years. For loans taken out in 1980, only that portion extending into 1981 was included in our calculation. Any 1981 loans extending into 1982 were similarly adjusted.

As in previous Brazilian countervailing duty cases, we are using the rate established by the Banco do Brasil for discounting sales of accounts receivable as the commercial rate for the acquisition of short-term working capital. Although we are comparing the terms of a loan with the terms of sale of an asset, we have used this comparison because information provided by the

government of Brazil indicates that, within the Brazilian financial system, working capital is normally raised through the sale of accounts receivable. In the review period the rate for discounting sales of accounts receivable was a 59.6 percent plus a 6.9 percent tax on financial transactions (IOF). The subsidy is the difference between the interest rate available under Resolution 674 and the commercial rate.

The interest rate on loans under Resolution 674 is 40 percent, with interest payable semiannually and the principal fully payable on the due date of the loan. The effective rate of interest for these loans is 44 percent. These loans are also exempt from the IOF. Therefore, the differential between these two types of financing is 22.5 percent. Multiplying this differential by the amount of preferential financing received and dividing the result by the value of exports, we calculated a subsidy of 2.37 percent *ad valorem*.

On February 11, 1983, the government of Brazil notified the Department that the Banco do Brasil rate for discounting accounts receivable had increased from 59.6 percent to 72 percent effective January 3, 1983. In addition, effective January 11, 1983, the tax on financial transactions was reduced from 6.9 percent to 4.6 percent. These changes result in a subsidy rate differential of 32.6 percent rather than 22.5 percent as stated above. Consequently, since the rate established for purposes of the suspension agreement is prospective, we will use 32.6 percent as the applicable differential in determining the subsidy rate from this program for determination of the net subsidy rate which must be offset by an export tax under the terms of the agreement.

C. *Income Tax Exemption for Export Earnings.*

Exporters of tool steel are eligible to participate in this program, under which the percentage of their profit attributable to export revenue is exempt from income tax. To arrive at this percentage, export revenue is divided by total revenue. The amount of profit exempt from the income tax is then mutiplied by the 35-percent corporate income tax rate to determine the amount of the benefit. Since the program is designed to promote exports and is tied to export performance, we have determined that is is an export subsidy and therefore is countervailable. This program has also been found to be countervailable in previous investigations involving Brazilian products.

In a program of this kind, benefits cannot be determined with finality until the books are closed some time in the following year. Therefore, we must look at fiscal year 1980 income tax returns to determine if any benefit was received in fiscal year 1981. VILLARES and ELETROMETAL received benefits under this program in 1981. By dividing the benefit received by the value of exports of the companies under investigation, we calculated a subsidy of 0.84 percent *ad valorem*.

D. *Long-Term Loans.*

Long-term financing in cruzeiros is available in Brazil only through government-controlled financial institutions, such as the National Bank for Economic Development (BNDE) and FINAME, a program of BNDE for the purchase of capital equipment manufactured in Brazil. Generally, these loans are fully indexed to the inflation rate in Brazil and are made at fixed real interest rates. The index used for these loans is the ratio established for the Readjustable Bonds of the National Treasure (ORTN). FINAME loans are granted through commercial banks rather than directly from BNDE and carry higher real interest rates than BNDE loans.

VILLARES and ELETROMETAL received direct BNDE loans. As in previous steel countervailing investigations, we have determined that BNDE loans, when fully indexed, are not made at preferential rates. We compared the BNDE loan rates to a constructed benchmark based on the real interest rates of the only private long-term loans commercially available in Brazil—foreign currency loans. Such loans are granted at the London Interbank Offered Rate (LIBOR) plus a certain percentage or spread over LIBOR. Since LIBOR loans are continually readjusted at the prevailing interest rates, we constructed the benchmark by calculating the average real interest component of LIBOR-plus-spread on long-term loans to Brazil for the period 1977–81 during which these BNDE loans were made. We then compared that average real interest rate to the rates at which the long-term BNDE loans were made. Our comparison showed that all the fully-indexed BNDE loans were made at rates above the benchmark. Therefore, we have determined that such BNDE loans are not countervailable.

However, some long-term cruzeiro loans have been granted that are not fully indexed. Under a program instituted in 1975 and no longer in operation, BNDE granted such loans to VILLARES and ELETROMETAL that are adjusted at only 20 percent of the variation in ORTN. These loans were granted only to certain sectors of the economy, including the iron and steel industry, for implementing "priority projects." Because they were granted to a group of enterprises or industries we have determined that the program is countervailable. We have also found this program countervailable in previous cases involving Brazilian products.

Each company has an outstanding balance on their loans. We calculated the interest benefits for these loans as the difference between the amount actually paid in fiscal year 1981 and the amount which would have been paid had the loan been fully adjusted. Even though principal repayments have not yet begun for these loans, the principal balance is recalculated yearly subject to the 20 percent limit on monetary correction. Therefore, the companies benefited from an abatement in principal as well as a reduction in interest. We divided the sum of the interest and principal benefits by total sales of all companies under investigation and calculated a subsidy of 4.48 percent *ad valorem*.

FINAME loans have been received by ELETROMETAL, PIRATINI, and VILLARES and are available to a wide variety of sectors in Brazil. The steel industry has received such loans in proportions similar to other large capital-intensive industries in Brazil. This appears to be warranted by the capital requirements of such industries. In addition, numerous other sectors also received loans from FINAME during this period. Based on the general availability of these fully-indexed loans, we have determined that they do not confer a subsidy.

E. *IPI Rebates for Capital Investment.*

Decree Law 1547 (April 1977) provides funding for the expansion of the Brazilian steel industry through a rebate of the IPI, the Brazilian federal excise tax. Under this tax system, a company determines its liability for the tax at the end of each month. The net tax owed is calculated as the difference between the total IPI the company paid on purchases and the total IPI it collected on domestic sales. Normally, within five months after the end of each month, a company must pay the amount of the net tax owed directly to the Brazilian government. This net IPI tax is the basis for calculating the rebate for investment. A Brazilian steel company may deposit 95 percent of the net IPI tax in a special account with the Banco do Brasil. The amounts deposited are to be applied to steel expansion projects, and when rebated to the firms constitute tax-free capital reserves which must eventually be converted into subscribed capital. Benefits under this program are received only by the steel sector. Because they

are received by a specific industry, we have determined that the benefits are countervailable. We have also found this program countervailable in previous cases involving Brazilian products.

PIRATINI received benefits under this program from 1977 to 1981, while ELETROMETAL and VILLARES continue to receive them. With the enactment of Decree Law 1843 (December 1980), PIRATINI must now pay the IPI tax to the government which in turn rebates 95 percent to SIDERBRAS, the government holding company to which PIRATINI belongs, to increase its capital.

In this investigation, we considered the amount rebated each year as an untied grant received in that year. As such, we have allocated the grants over 15 years. Under our grant methodology, we determine the present value of grants in order to calculate the current value of the benefit to the grant recipient. The calculation of the present value of funds received is a mechanism for allocating money received in one year to other years and is calculated using a discount rate. For this determination, we determine that the most appropriate discount rate is the "risk-free" rate as indicated by the secondary market rate for long-term government debt in the country under investigation. The foundation of a country's interest rate structure is usually its government's debt interest rate (the risk-free rate). In this methodology, we have allocated a grant over the useful life of equipment purchased with it when the value of that grant was large (greater than $50 million) and specifically tied to pieces of capital equipment. Where the grant was small (generally less than one percent of the company's gross revenues and tied to items generally expensed in the year purchased, such as wages or purchases of materials), we have allocated the subsidy solely to the year of the grant receipt. We construe that a grant is "tied" when the intended use is known to the subsidy giver and so acknowledged prior to or concurrent with the bestowal of the subsidy. All other grants, such as in this case, are allocated over 15 years, a period of time reflecting the average life of capital assets in integrated steel mills. The 15-year figure is based on Internal Revenue Service studies of actual experience in integrated mills in the U.S.

To calculate the benefit, we have taken the amount rebated in each month, converted the cruzeiro value to an ORTN value by using the ORTN index rate in that month, added the monthly ORTN amounts to determine the amount of the grant in each year, and used as the discount rate for each year the interest rate of 4% on ORTN-indexed long-term government debt. The total benefit in ORTN for 1981 was converted into cruzeiros using the average ORTN index rate for the year and then divided by the total value of sales for the 1981 fiscal year of all the companies. The benefit of this subsidy is 0.84 percent *ad valorem.*

F. *Industrial Development Council (CDI) Program.*

This program allowed an exemption of 80 percent of the customs duties and 80 percent of the IPI tax on certain imported machinery for certain industrial projects approved by the CDI. Because benefits under the program are limited to "approved" development projects we have determined that they were granted to a group of enterprises or industries and are countervailable. We have also found the CDI program countervailable in previous countervailing duty investigations involving Brazilian products.

Decree Law 1726 repealed this program in 1979 and no new projects are eligible for these benefits. However, companies with projects approved prior to repeal may still receive these benefits pending the completion of the project. The government of Brazil states than ELETROMETAL received such benefits during 1981. By dividing the benefit received by the total value of sales of the companies under investigation, we calculated a subsidy of 0.02 percent *as valorem.*

G. *Accelerated depreciation for capital goods manufactured in Brazil.*

This program allows companies that purchase Brazilian-made capital equipment as part of an approved CDI expansion project to depreciate this equipment at twice the rate normally permitted under tax laws. This program is authorized by the same legislation as the previous CDI program, is likewise countervailable and has been found to be countervailable in previous countervailing duty investigations involving Brazilian products.

ELETROMETAL and VILLARES used the accelerated depreciation provisions of this program. The benefit of such a program is reduced taxable income and a subsequent reduction in tax liabilities. In a program of this kind, benefits cannot be determined with finality until the books are closed sometimes in the following year. Therefore, we must look at fiscal year 1980 income tax returns to determine if any benefit was received in fiscal year 1981. VILLARES claimed that they could have depreciated at a higher "normal" rate than that acutally used to compute its tax liability for the 1980 fiscal year thus offsetting any subsidy that they might receive under this program. However, we used the actual amount of accelerated depreciation used by VILLARES in excess of the normal depreciation that was used by VILLARES in that year.

To calculate the benefit to ELETROMETAL and VILLARES, we determined the amount by which depreciation under this program exceeded normal depreciation, multiplied that amount by 35 percent, the corporate tax rate in Brazil, and then divided the result by the total value of sales for the 1981 fiscal year of the companies under investigation. The benefit of this subsidy is 0.17 percent *ad valorem.*

II. Program Determined Not To Be Subsidies

We have determined subsidies are not being provided to manufacturers, producers, or exporters in Brazil of tool steel under the following program.

Transportation Subsidies From Preferential Port Rates

The Brazilian government, in its response to our questionnaire, stated that none of the exporters of tool steel receive preferential port rates. At verification we examined shipping documents for Brazilian and non-Brazilian carriers, compared the freight rates and port charges to published schedules and found that the rates paid by steel exporters were not preferential and therefore not countervailable.

III. Programs Determined Not To Be Used

We have determined that the following programs were not used by the manufacturers, producers, or exporters in Brazil of tool steel.

A. *The Commission for the Granting of Fiscal Benefits for Special Export Programs (BEFIEX).*

BEFIEX grants several types of benefits to companies that are part of certain targeted industries and that sign contracts that include specific export commitments. These benefits include the following: a reduction of between 70 percent and 90 percent of the import duties and the IPI tax on the import of machinery, equipment, apparatus, instruments, accessories and tools necessary to meet the approved export commitment; an extension of the period for carrying tax losses forward from four to six years, provided no dividends are paid during that time; and amortization of pre-operational expenses of BEFIEX projects at the discretion of the company rather than the normal

straight-line amortization over ten years. As a general rule, companies that sign BEFIEX contracts guaranteeing these and any other benefits must make an export commitment that over the life of the project it will generate export earnings of at least three times the value of imports for the project. The government of Brazil states that since manufacturers of tool steel export only a small portion of their production, they are not in a position to make the required export commitments. We found that none of the companies under investigation received benefits from this program with respect to tool steel.

B. *Export Financing Under Resolution 68.*

This program provides financing for the export of Brazilian goods for a minimum period of 181 days. Such financing is granted on a transaction-by-transaction basis and may cover up to 85 percent of the f.o.b. invoice price for the merchandise (plus freight and insurance). To be eligible, the exporter must show that the foreign purchaser has prepaid 15 percent of the invoice price. We found that none of the exporters of tool steel used Resolution 68 to finance exports of this merchandise to the United States in 1981.

C. *Transportation subsidies from preferential rail rates.*

We found that exporters of certain stainless steel products almost exclusively utilize trucks to ship their products to the ports of exportation because of the low-tonnages of these shipments.

Verification

In accordance with section 776(a) of the Act, we verified data used in making our final determination. During this verification, we followed normal procedues, including inspection of documents, discussions with company and government officials and inspection of manufacturers' records.

Administrative Procedures

The Department has afforded interested parties an opportunity to present oral views in accordance with its regulations (19 CFR 355.35). There was no request for public hearing and no written views were received. We received comments on the proposed suspension agreement and addressed those comments in the notice announcing the suspension of the investigation (48 FR 11731).

Suspension of Liquidation

The suspension of liquidation of entries of certain stainless steel products pursuant to the preliminary affirmative determination was terminated upon publication of the notice of suspension of the investigation.

ITC Notification

In accordance with section 705(d) of the Act, we will notify the ITC of our detemination. In addition, we are making available to the ITC all nonprivileged and nonconfidential information relating to this investigation. We will allow the ITC access to all privileged and confidential information in our files, provided the ITC confirms that it will not disclose such information, either publicly or under an adminstrative protective order, without the written consent of the Deputy Assistant Secretary for Import Administration. The ITC will make its determination within 45 days of the publication of this notice whether imports of tool steel from Brazil are materially injuring or are threatening to materially injure, a U.S. industry. If the ITC determines that material injury, or threat of material injury, does not exist, the suspension agreement will have no force or effect and this investigation will be terminated. If, however, the ITC determines that such injury does exist, the suspension agreement shall remain in force, and we will not issue a countervailing duty order as long as the requirements of section 704(f)(3)(B) of the act are met.

This determination is published in accordance with section 705(d) of the Act.

Lawrence J. Brady,

Assistant Secretary for Trade Administration.

May 27, 1983.

[FR Doc. 83-15097 filed 6-3-83; 8:45 am]

BILLING CODE 3510-25-M

Industrial Nitrocellulose From France; Amendment to Notice of Final Affirmative Countervailing Duty Determination

AGENCY: International Trade Administration, Commerce.

ACTION: Notice of Amendment to Notice of Final Affirmative Countervailing Duty Determination.

SUMMARY: On March 14, 1983, the Department of Commerce signed the final affirmative countervailing duty determination on industrial nitrocellulose from France.

Due to an error involving the total value of sales for Societe Nationale des Poudres et Explosifs (SNPE), the notice incorrectly stated that the net subsidies from grants from the Ministry of Defense, cross subsidization through military sales, assumption of labor costs, and regional development incentives were, respectively, 0.345 percent *ad valorem*, 2.710 percent *ad valorem*, 0.141 percent *ad valorem*, and 0.052 percent *ad volorem* for the product under investigation. The correct figures are, respectively, 0.384 percent *ad valorem* 3.006 percent *ad volorem*, 0.157 percent *ad valorem*, and 0.057 percent *ad valorem*.

The total sales value reported by SNPE and used in our calculations was based on the value of industrial nitrocellulose packed in isopropyl alcohol. Since the value of the industrial nitrocellulose represents only 90 percent of the total sales value of the packed product, the total sales value of industrial nitrocellulose was overstated by an amount equal to the value of the isopropyl alcohol. Accordingly, we have recalulated the subsidy rate using only the sales value of industrial nitrocellulose.

Therefore, the estimated net subsidy rate in the "Suspension of Liquidation" section should now be 3.604 percent *ad valorem*.

EFFECTIVE DATE: June 6, 1983.

FOR FURTHER INFORMATION CONTACT: Gary Taverman, Office of Investigations, Import Administration, International Trade Administration, U.S. Department of Commerce, 14th Street and Constitution Avenue, NW., Washington, D.C. 20230, telephone: (202) 377-0161

Lawrence J. Brady,

Assistant Secretary for Trade Administration

May 31, 1983.

[FR Doc. 83-15082 Filed 6-3-83; 8:45 am]

BILLING CODE 3510-25-M

Computer Peripherals, Components and Related Test Equipment Technical Advisory Committee; Partially Closed Meeting

A meeting of the Computer Peripherals, Components, and Related Test Equipment Technical Advisory Committee will be held June 23, 1983, at 9:30 a.m., Herbert C. Hoover Building, Room B814, 14th Street and Constitution Avenue, NW., Washington, D.C. The Committee advises the Office of Export Administration with respect to technical questions which affect the level of export controls applicable to computer peripherals, components and related test equipment or technology.

General Session

1. Opening remarks by the Chairman.
2. Presentation of papers or comments by the public.
3. A review of subcommittee activities:

a. Memory and Media,
b. Foreign Availability,
c. Display and Terminals, and
d. Export Regulations.

4. Review of the Committee charter and organization.
5. New business.

Executive Session

6. Discussion of matters properly classified under Exescutive Order 12356, dealing with the U.S. and COCOM control program and strategic criteria related thereto.

The general session will be open to the public with a limited number of seats available. A Notice of Determination to close meetings or portions of meetings of the Committee to the public on the basis of 5 U.S.C. 552b(c)(1) was approved on September 29, 1981, in accordance with the Federal Advisory Committee Act. A copy of the Notice is available for public inspection and copying in the Central Reference and Records Inspection Facility, Room 6628, U.S. Department of Commerce, (202) 377-4217.

For further information or copies of the minutes contact Margaret Cornejo (202) 377-2583.

Dated: May 31, 1983.

Milton Baltas,

Director of Technical Programs Office of Export Administration.

[FR Doc. 83-15064 Filed 6-3-83; 8:45 am]

BILLING CODE 3510-25-M

Float Glass From Italy; Final Results of Administrative Review and Revocation of Countervailing Duty Order

AGENCY: International Trade Administration, Commerce.

ACTION: Notice of Final Results of Administrative Review and Revocation of Countervailing Duty Order.

SUMMARY: On December 15, 1982, the Department of Commerce published in the **Federal Register** preliminary results of its administrative review of the countervailing duty order on float glass from Italy. The review covered the period January 1, 1980 through December 31, 1980. The notice stated that the Department had preliminarily determined the net subsidy to be 0.88 percent *ad valorem* for Fabbrica Pisana S.p.A., and 3.77 percent *ad valorem* for Societa Italiana Vetro S.p.A.

Interested parties were invited to comment on the preliminary results. At the request of the petitioner, the Department held a hearing on February 18, 1983. After review of all comments received, the Department has determined the amount of the net subsidy during 1980 to be 0.88 percent *ad valorem* for Fabbrica Pisana S.p.A., and 3.61 percent *ad valorem* for Societa Italiana Vetro S.p.A.

As a result of a request by the Delegation of the Commission of the European Communities, the International Trade Commission conducted an investigation and determined that revocation of the countervailing duty order would not cause injury to an industry in the United States. The Department consequently is revoking the order. All entries of this merchandise made on or after April 3, 1980, shall be liquidated without regard to countervailing duties.

EFFECTIVE DATE: June 6, 1983

FOR FURTHER INFORMATION CONTACT: Charles Anderson or Larry Hampel, Office of Compliance, International Trade Administration, U.S. Department of Commerce, Washington, D.C. 20230; telephone: (202) 377-2786.

SUPPLEMENTARY INFORMATION:

Background

On January 1, 1976, the Department of the Treasury published in the **Federal Register** (41 FR 1274) a countervailing duty order on float glass from Italy.

On April 3, 1980, the International Trade Commission ("the ITC") notified the Department of Commerce ("the Department") that the Delegation of the Commission of the European Communities ("the EC") had requested an injury determination for this order under section 104(b) of the Trade Agreements Act of 1979 ("the TAA"). It was not necessary for the Department, upon notification by the ITC, to suspend liquidation of entries of the merchandise pursuant to that section of the TAA, since previous suspensions remained in effect. For a discussion of the procedural background of this order, see the final results of the last administrative review (47 FR 5026).

On December 15, 1982, the Department published in the **Federal Register** (47 FR 56160) the preliminary results of its administrative review of the order. The Department has now completed that administrative review.

On February 15, 1983, the ITC published its determination that an industry in the United States would not be materially injured, or threatened with material injury, by reason of imports of Italian float glass if the order were revoked (48 FR 6794).

Scope of the Review

The merchandise covered by the review is flat glass manufactured by the float process. Such glass may be either tinted or clear and is produced in a wide variety of sizes ranging from 0.125" to 1" in thickness. Such glass is currently classifiable under items 543.2100 through 543.6900 of the Tariff Schedules of the United States Annotated. Entries of float glass which has been substantially further manufactured or modified (e.g., into tempered glass or laminated glass) are not subject to this countervailing duty order.

The review covers the period January 1, 1980 through December 31, 1980, and includes the five programs determined to be countervailable in the final results of the last administrative review, plus three other programs, all with regard to the two companies currently covered by the order, Fabbrica Pisana S.p.A. ("Pisana") and Societa Italiana Vetro S.p.A. ("SIV). Of the eight programs, we found the following four to be countervailable: (1) exemption from local corporate income taxes, (2) reductions in social security and health benefits payments, (3) capital grants, and (4) preferential long-term financing.

Analysis of Comments Received

Interested parties were invited to comment on our preliminary results. At the request of the petitioner, PPG Industries, Inc. ("PPG"), the Department held a public hearing on February 18, 1983. We also received written comments from two Italian float glass manufacturers.

Comment 1: PPG argues that the effective date of revocation is not April 3, 1980, but November 10, 1980, the date on which the ITC notified the Department for a second time of a section 104(b) request for this order. PPG contends that the earlier notification date is inoperative because the case was then under judicial review.

Department's Position: The Department and the ITC consider the date of the first notification to be the effective date for revocation because: (1) the *order* on float glass from Italy was in effect at that time; and (2) the initial request by the EC conformed to all of the criteria stipulated in section 104(b) of the TAA.

Comment 2: PPG contends that the Department erred in calculating the benefit attributable to the exemption from local corporate income taxes by considering the benefit in the year of review, 1980, to be the savings from the tax year 1979. PPG maintains that a benefit is not bestowed when the final extent of the benefit becomes known; rather, it is bestowed when the (preferential) cost of the program is knowable and accountable. Standard business practice calls for firms to

accure their income tax liabilities as the tax year progresses.

Department's Position: Whether the exemption is partial or complete, the exact benefit for a particular tax year cannot be known until the firm's books have closed, because it is only then that the firm can determine with finality its taxable income. The Department therefore maintains that it must allocate income tax benefits to the year in which the total income is knowable.

To accept argument that benefits should be considered conferred when a firm is able to adjust its cash flow or business efforts with regard to estimated tax liabilities would saddle the Department with the prohibitive burden of determining exactly when each company under review may or should be able to account for potential benefits, and determining when subsequent reconciliations are possible. We doubt the wisdom of attempting such a subjective approach.

Comment 3: PPG objects to the use of a "risk free" rate as the discount rate used to calculate and allocate over time the present value of grant benefits. PPG argues that the time value of money to the grant recipient is equal to the benefit from a loan at zero percent interest with no required repayment of principal. To be consistent with its treatment of loans, the Department must take into account the creditworthiness of the firm and accordingly use as a discount rate a rate which includes an imputed risk element. The proper discount rate would be the interest rate commercially available to that firm for a comparable loan.

Department's Position: The basic function of the "present value" exercise is to allocate money received in one year to other years. Domestic interest rates perform this function within the context of an economy. The foundation of a country's interest rate structure is usually its government debt interest rate ("the risk-free rate"). All other borrowings incorporate this risk-free rate and add interest overlays reflecting the riskiness of the funded investment.

When we allocate a subsidy over a number of years it is not the intention of the Department to comment on nor judge the riskiness of the project undertaken with the subsidized funds nor to evaluate the riskiness of the company as a whole. Nor do we intend to speculate how a project would have been financed absent government involvement in the provision of funds. Rather, we simply need a financial mechanism to move money through time so as to accurately reflect the benefit the company receives. We believe that the best discount rate for our purposes is one which is risk free and applicable to all commercial actors in the country.

Comment 4: SIV argues that we should use documents it submitted after the verification but prior to the publication of our preliminary results to calculate its benefit attributable to reductions in social security and health benefits payments.

Department's Position: We agree. Because we solicited this information at verification and received it in a timely fashion after verification, we have used it in our final calculations. Adjusting our calculations for this information, we determine that the benefit in 1980 to SIV from this program is 2.48 percent *ad valorem.*

We have also recalculated SIV's benefit from long-term preferential loans, using supplemental information on two additional preferential loans discovered during verification. This has raised the *ad valorem* benefit attributable to this program from 0.62 percent, to 0.64 percent.

As a result of these recalculations, we have determined that the aggregate net subsidy in 1980 on float glass produced by SIV is 3.61 percent *as valorem.*

Comment 5: Pisana and SIV maintain that the Department may countervail only the face value of grant, and nothing more.

Department's Position: We are charged with determining the magnitude of the benefit bestowed upon the recipient. In the case of grants, the benefit over time is best measured by calculating the amounts allocated to future years in a way that recognizes the time value of money. As long as the present value (in the year of grant receipt) of the amounts allocated over time does not exceed the face value of grant, we are consistent with domestic law and our international obligations; the amount countervailed will not exceed the total net subsidy.

Comment 6: Pisana argues that the Department should assess separate rates for Pisana's two plants, only one of which is located in the Mezzogiorno and receives countervailable regional benefits.

Department's Position: The Department considers a benefit bestowed on the production of the merhandise at one plant to be a benefit bestowed on the production of all of that merchandise produced by the recipient.

Final Results of the Review

After review of all comments received, we determine that the aggregate net subsidy conferred on this merchandise during 1980 is 0.88 percent *ad valorem* for Pisana and 3.61 percent *ad valorem* for SIV.

Accordingly, the Department will instruct the Customs Service to assess countervailing duties of 0.68 percent of the f.o.b. invoice price on all shipments by SIV, of Italian float glass exported on or after January 1, 1980 and entered, or withdrawn from warehouse, for consumption on or before April 2, 1980.

Further, as a result of the ITC's recent finding of an injury, the Department is revoking the countervailing duty order concerning float glass from Italy, effective April 3, 1980, the date the Department received notification of the request for an injury determination. The Department will instruct the Customs Service to proceed with liquidation of all entries of this merchandise entered, or withdrawn from warehouse, for consumption on or after April 3, 1980, without regard to countervailing duties and to refund any estimated coutervailing duties collected with respect to such entries.

This administrative review, revocation, and notice are in accordance with section 751(a)(1) of the Tariff Act of 1930 (19 U.S.C 1675(a)(1)), section 104(b)(4)(B) of the TAA (19 U.S.C. 1671 note), and § 355.41 of the Commerce Regulations (19 CFR 355.41).

Dated: May 27, 1983.

Gary N. Horlick,

Deputy Assistant Secretary for Import Administration.

[FR Doc. 83-15083 Filed 6-3-83; 8:45 am]

BILLING CODE 3510-25-M

Office of the Secretary

Agency Forms Under Review by the Office of Mangement and Budget (OMB)

DOC has submitted to OMB for clearance the following proposals for the collection of information under the provisions of the Paperwork Reduction Act (44 U.S.C Chapter 35).

Agency: Bureau of the Census.

Title: AHS—Census Match Reconciliation Record.

Form Numbers: Agency—ACM-3; OMB—N/A.

Type of Request: New collection.

Burden: 200 respondents; 50 reporting hours.

Needs and Uses: This reconciliation questionnaire (to be administered during August-September 1983) will be used to assess and resolve differences in household reporting between the decennial census and the Annual Housing Survey for five basic housing characteristics.

Affected Public: Individuals or households.

Frequency: One-time.

Respondents's Obligation: Voluntary.

OMB Desk Officer: Timothy Sprehe, 395-4814.

Agency: Bureau of the Census.

Title: Content Evaluation of 1982 Economic Censuses—Petroleum Distributors.

Form Numbers: Agency—EE-0001 and EE-0002; OMB—N/A.

Type of Request: New collection.

Burden: 875 respondents; 1,094 reporting hours.

Needs and Uses: This survey of business establishments in SIC's 5171 and 5172 will collect information needed by the Census Bureau to evaluate the content of 1982 Economic Censuses data on total sales, sales by commodity line, and operating expenses. Results will be used to improve procedures for the 1987 Economic Censuses.

Affected Public: Businesses or other for profit institutions; small businesses or organizations.

Frequency: Non-recurring.

Respondent's Obligation: Voluntary.

OMB Desk Officer: Tim Sprehe, 396-4814.

Agency: Bureau of Economic Analysis.

Title: Survey of Foreign Direct Investment in U.S. Business Enterprises Engaged in the Processing, Packaging or Wholesale Distribution of Fish or Seafoods.

Form Numbers: Agency—BE 21A and B; OMB—NA.

Type Of Request: New collection.

Burden: 50 respondents; 4,100 reporting hours.

Needs and Uses: Secures data on foreign direct investment in U.S. fish and seafood processing firms in which a foreign person has an ownership interest of 10 percent or more. Required for analysis of the effect of foreign ownership of U.S. fishery resources.

Affected Public: Business or other for-profit institutions; small businesses or organizations.

Frequency: One-time.

Respondent's Obligation: Mandatory.

OMB Desk Officer: Tim Sprehe, 395-4814.

Copies of the above information collection proposal can be obtained by calling or writing DOC Clearance Officer, Edward Michals, (202) 377-4217, Department of Commerce, Room 6622, 14th and Constitution Avenue, N.W., Washington, D.C. 20230.

Written comments and recommendations for the proposed information collections should be sent to Tim Sprehe, OMB Desk Officer, Room 3235, New Executive Office Building, Washington, D.C. 20503.

Edward Michals,

Departmental Clearance Officer.

[FR Doc. 83-15081 Filed 6-3-83; 8:45 am]

BILLING CODE 3510-CW-M

COMMITTEE FOR THE IMPLEMENTATION OF TEXTILE AGREEMENTS

Establishing a New Export Visa Requirement and Exempt Certification for Certain Cotton Textile and Apparel Products Produced or Manufactured in Pakistan

May 27, 1983.

AGENCY: Committee for the Implementation of Textile Agreements.

ACTION: Establishing a new visa requirement and exempt certification for certain cotton textile and apparel products, produced or manufactured in Pakistan, pursuant to the Bilateral Cotton Textile Agreement of March 9 and 11, 1982, between the Governments of the United States and Pakistan.

SUMMARY: The Governments of the United States and Pakistan have a new export visa requirement and exempt certification for cotton textile and apparel products in Categories 300-369, produced or manufactured in Pakistan. The new arrangement cancels and supersedes the existing vias and certification requirements. (See 37 FR 13365, 38 FR 14184, and 39 FR 2293.)

A description of the textile categories in terms of T.S.U.S.A. numbers was published in the **Federal Register** on December 13, 1982 (47 FR 55709), as amended on April 7, 1983 (48 FR 15175) and May 3, 1983 (48 FR 19924).

EFFECTIVE DATE: July 15, 1983 for cotton textile and apparel products in Categories 300.269, exported on and after that date. Merchandise exported before July 15, 1983, shall not be denied entry if accompanied by the previously authorized export visa stamp or exempt certification, provided all other requirements associated with the use of those stamps have been met.

FOR FURTHER INFORMATION CONTACT: Gordana Slijepcevic, International Trade Specialist, Office of Textiles and Apparel, U.S. Department of Commerce, Washington, D.C. 20230 (202/377-4212).

SUPPLEMENTARY INFORMATION: Cotton textile and apparel products in Categories 300-369, which are subject to the terms of the bilateral agreement and exported on and after July 15, 1983, shall be visaed with a circular stamp in order to be entered, or withdrawn from warehouse, for consumption in the United States. Shipments which are exempt from the quantitative limits of the bilateral agreement shall be certified for exemption by the Government of Pakistan prior to exportation. The basis for exemption shall be stated on the certification by use of a description, such as, "handloomed fabrics of the cottage industry" or "handmade cottage industry products of handloomed fabric," or shall include the name of a particular traditional folklore handicraft product which falls within the defination of "Pakistan Items" agreed to be exempt. All items must be cut, sewn, or otherwise fabricated by hand in the cottage industry of Pakistan in order to qualify for exemption. The list of these agreed items is published as an enclosure to the letter to the Commissioner of Customs following this notice. Invoices for certified exempt items shall not include any products that are not agreed to be exempt. Shipments of textile products that are certified for exemption do not require an export visa.

Merchandise imported for the personal use of the importer, and not for resale, does not require a visa or exempt certification for entry, regardless of value.

Shipments shall be visaed or certified for exemption by the placing of orginal stamped markings (the visa or certification) in blue ink on the front of the invoice (Special Customs Invoice Form 5515, successor document, or commercial invoice, when such form is used). Each visa and certification shall include the number, date, and signature of the authorized issuing official. The visa shall also state the correct category and quantity in the shipment in the applicable category units; however, if the quantity shown on the export visa is more than the actual quantity of the merchandise, entry shall be permitted, dispite the inaccuracy.

A facsimile of the new visa stamp is published as an enclosure to the letter to the Commissioner of Customs which follows this notice. The exempt certification stamp which is not being changed is also published.

The Government of Pakistan has authorized the following officials to issue export visas and exempt certifications:

M. Y. Bhutta
Mazar Hussain
Mirza Sadiq Husain
Shafiq Ahmad Bajwa

Interested persons are advised to take all necessary steps to ensure that cotton textile and apparel products, produced or manufactured in Pakistan which are

to be entered into the United States for consumption, or withdrawn from warehouse for consumption on and after July 15, 1983, will meet the stated visa and exempt certification requirements:

Walter C. Lenahan,

Chairman, Committee for the Implementation of Textile Agreements.

Commissioner of Customs,
Department of the Treasury, Washington, D.C.

Dear Mr. Commissioner: This letter cancels and supersedes the directive of June 29, 1972, as amended, from the Chairman of the Committee for the Implementation of Textile Agreements which established an export visa requirement for Cotton textile and apparel products, producted or manufactured in Pakistan.

Under the terms of Section 204 of the Agricultural Act of 1956, as amended (7 U.S.C. 1854), and the Arrangement Regarding International Trade in Textiles done at Geneva on December 20, 1973, as extended on December 15, 1977 and December 22, 1981; pursuant to the Bilateral cotton Textile Agreement of March 9 and 11, 1982 between the Governments of the United States and Pakistan; and in accordance with the provisions of Executive Order 11651 of March 3, 1972, as amended by Executive Order 11951 of January 6, 1977, you are directed to prohibit, effective on July 15, 1983 and until further notice, entry into the United States for consumption and withdrawal from warehouse for consumption of cotton textile and apparel products in Categories 300–369, produced or manufactured in Pakistan, and exported on and after July 15, 1983, for which the Government of Pakistan has not issued an appropriate export visa or certification for exemption. Cotton textile and apparel products which have been exported before July 1983, which are visaed or certified for exemption in accordance with previously established procedures shall not be denied entry.

Cotton textile and apparel products in Categories 300–369, exported on and after July 15, 1983, other than the exceptions specified in the following paragraph, shall be visaed with a circular stamp in order to be entered into the United States for consumption, or withdrawn from warehouse for consumption.

Certain cotton textile and apparel products exported on and after July 15, 1983, which are exempt from the levels of restraint of the bilateral agreement, shall be certified by the Government of Pakistan prior to exportation using a square-shaped stamp. The basis for exemption shall be stated on the certification by use of description, such as, "handloomed fabrics of the cottage industry" or "handmade cottage industry products of handloomed fabric," or shall include the name of a particular traditional folklore handicraft product which falls within the definition of "Pakistan Items" agreed to be exempt as indicted on the enclosed list. All items must be cut, sewn, or otherwise fabricated by hand in the cottage industry of Pakistan in order to qualify for exemption.

Merchandise shall be visaed or certified by the placing of original stamped markings (the visa or certification) in blue ink on the front of the invoice (Special Customs Invoice Form 5515, successor document, or commercial invoice, when such form is used). Each visa and exempt certification shall include the number, date and signature of the issuing official. The visa shall also state the correct category and quantity in the applicable category units, except, that, if the quantity indicated on the export visa is more than that of the merchandise, entry shall be permitted. The categories and quantities shall be those determined by the U.S. Customs Service. Facsimiles of the visa and exempt certification stamps are enclosed.

Merchandise imported for the personal use of the importer, and not for resale, does not require a visa or certification for entry, regardless of value.

Merchandise covered by an invoice which has an exempt certification but contains both exempt and non-exempt textile products shall not be permitted entry. Merchandise which is certified exempt does not require an export visa.

You are directed to permit entry into the United States for consumption and withdrawal from warehouse for consumption of designated shipments of textile products, produced or manufactured in Pakistan and exported to the United States, notwithstanding the designated merchandise does not fulfill the aforementioned visa and exempt certification requirements, whenever requested to do so in writing by the Chairman of the Committee for the Implementation of Textile Agreements.

A description of the textile categories in terms of T.S.U.S.A. numbers was published in the **Federal Register** on December 13, 1982 (47 FR 55709), as amended on April 7, 1983 (48 FR 15175) and May 3, 1983 (48 FR 19924).

In carrying out the above directions, the Commissioner of Customs should construe entry into the United States for consumption to include entry for consumption into the Commonwealth of Puerto Rico.

The action taken with respect to the Government of Pakistan and with respect to imports of cotton textile and apparel products from Pakistan has been determined by the Committee for the Implementation of Textile Agreements to involve foreign affairs functions of the United States. Therefore, these directions to the Commissioner of Customs, which are necessary for the implementation of such actions, fall within the foreign affairs exception to the rule-making provisions of 5 U.S.C. 553. This letter will be published in the **Federal Register**.

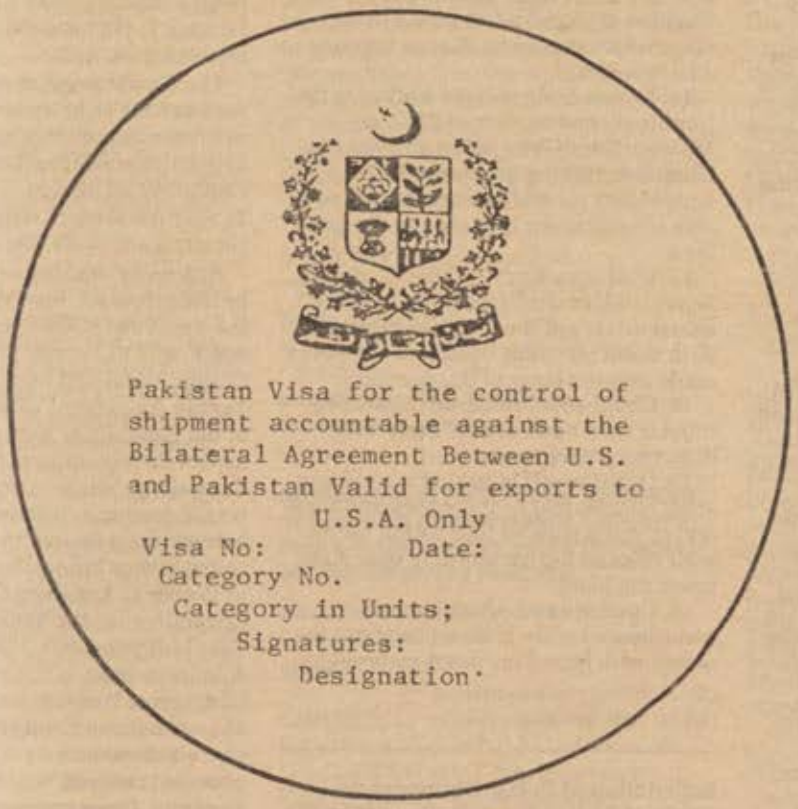
Sincerely,

Walter C. Lenahan,
Chairman, Committee for the Implementation of Textile Agreements.

Enclosures.

BILLING CODE 3510-25-M

FACSIMILE VISA AND EXEMPT CERTIFICATION STAMPS USED BY THE GOVERNMENT OF PAKISTAN FOR COTTON TEXTILE PRODUCTS EXPORTED TO THE UNITED STATES



Government of Pakistan

Export Promotion Bureau

Serial No.....

EXEMPTED ITEMS

Description.....

Certified on.....19..

Authorized Signature

BILLING CODE 3510-25-C

List of Pakistan Items

1. Shisha Embroidered Dresses—A traditional mirror embroidery on plain, printed or striped material, worn by the people of Sind and Baluchistan. Short, medium, or long in length according to the areas from which they come.

2. Dastkari Kurta and/or Gharara—A Kurta is a type of halter blouse worn with the Gharara. A Gharara is a traditional form of the pajama worn by ladies of the Moghul courts. Each leg of the Gharara meaures about one yard across the bottom opening. Both made of cotton material with multi-colored embroidery and with drawstrings at the top and waist, in the tradition of the Moghul kings.

3. Multani Kurat—Crochet worked shorts or long tunic worn by the peasants in Panjab. Crocheted work located at the neck and front and has triangular inserts at the armpits.

4. Embroidered Kurta—Type of shirt or loose tunic worn throughout Pakistan over loose trousers. Is embroidered in different colors. Adapted from Angarkha by King Ahmad Shah Abdali. Worn short or long and has triangular inserts at the armpits.

5. Multani Choli—(If in part of set) Fitted blouse worn with either a Lungi (i.e., a scarf) or Sari in Punjab and Sind. Choli is embroidered in different colors or hand printed, tied either in front or back.

6. Rilli Kurta—Kurta of heavy fabric with patchworked decorations appliqued by hand, worn by the women of Sind.

7. Burga—Loose tunic or dress with hood attached worn by ladies when going out of the house. Worn as outer covering and often gaily embroidered or hand printed.

8. Quetta Jackets—Loose vest worn over Kurta by men and women. Made either of printed material or of embroidered material with mirrors on plain colors.

9. Ghagra—Ankle length, loose fitting skirt with drawstring around the waist or hooks worn with either a fitted or loose choli, with traditional colors embroidered or hand printed. Worn in the Tharparkar area of Sind.

10. Batwa—(Drawstring pouches, bags, purses and string bags). Accessories for all Pakistani dresses for carrying betel nuts and other personal things. Gaily printed or hand embroidered or with mirrors, or made with colored string.

11. Shindi Julaba—Very loose ankle length garment in handloom or hand-blocked material with a hood attached, with tie string a V opening in neck and side slits at lower part extending to lower hem. Worn with or without hood in the villages of Sind and can also be embroidered.

12. Izarban—Cotton belt in multi-colored continuous lengths of unwoven threads.

13. Baluchi Kameez—Embroidered top worn by the women of Baluchistan over Shalwar or Turkish trousers. Flared tunic with extra wide sleeves tapering to a buttoned cuff.

14. Cotton Embroidered Kaftan in the traditional embroidery of Multan, Makran, Derz Ghazi Khan and Nuchki. Long, loose fitting dresses with embroidery around top and botton with side slits of about 18 inches to the lower hem.

15. Cholistan Kurta—Colorful striped, heavy, unbleached fabric worn by the camel drivers of the Cholistan Desert with stand up collar band and sleeves made into the body of the garment.

16. Chilaf—Embroidered decorative tubular case open at both ends with drawstring enclosures.

17. Dupatta—(If in part of a set) Long scarf about 4 feet or more long and three feet or more wide of thin cotton fabric with colorful design worn by women to cover the head.

18. Cimmerband—Antique and embroidered wide belts worn about the waist, with heavy mirrored embroidery.

[FR Doc. 83-15006 Filed 6-3-83; 8:45 am]

BILLING CODE 3510-25-M

Solicitation of Public Comment on Bilateral Textile Consultations With the Government of the Republic of Korea to Review Trade in Categories 315, 435, 448, 669-F and 644

June 1, 1983.

AGENCY: Committee for the Implementation of Textile Agreements.

ACTION: On May 11, 1983 the Government of the United States requested consultations with the Government of the Republic of Korea with respect to Categories 315, (Printcloth), 435 (Women's, girls', and infants' wool coats), 448 (Women's, girls' and infants' wool trousers) 669-F (fishnets), and 644 (Women's, girls', and infants' suits of man-made fibers). This request was made on the basis of the Agreement of December 14, 1982, between the Governments of the United States and the Republic of Korea relating to trade in cotton, wool, and man-made fiber textiles and textile products.

The purpose of this notice is to advise the public that if no solution is agreed upon in consultations between the two governments, the Committee for the Implementation of Textile Agreements may establish limits for the entry and withdrawl from warehouse for consumption of textile products in Categories 315, 435, 448, 669-F and 644, produced or manufactured in Korea and exported to the United States during the twelve-month period which began on January 1, 1983 and extends through December 31, 1983.

The Government of the United States reserves the right under the agreement to invoke import controls on these categories, as defined in the Bilateral Cotton, Wool, and Man-made Fiber Textile Agreement, with the Government of the Republic of Korea.

Any party wishing to comment or provide data on information regarding the treatment of Categories 315, 435, 448 669-F, and 644 under the bilateral Cotton, Wool and Man-made Fiber Textile Agreement with the Government of the Republic of Korea, or on any other aspect thereof, or to comment on domestic production or availability of textile products included in these categories, is invited to submit such comments or information in ten copies to Walter C. Lenahan, Chairman, Committee for the Implementation of Textile Agreements, International Trade Administration, U.S. Department of Commerce, Washington, D.C. 20230. Since the exact timing of the consultations is not yet certain, comments should be submitted promptly. Comments or information submitted in response to this notice will be available for public inspection in the Office of Textiles and Apparel, Room 3100, U.S. Department of Commerce, 14th and Constitution Avenue, N.W., Washington, D.C., and may be obtained upon written request.

Further comment may be invited regarding particular comments or information received from the public which the Committee for the Implementation of Textile Agreements considers appropriate for further consideration.

The solicitation of comments regarding any aspect of the agreement or the implementation thereof is not a waiver in any respect of the exemption contained in 5 U.S.C. 533(a)(1) relating to matters which constitute "a foreign affairs function of the United States."

Walter C. Lenahan,
Chairman, Committee for the Implementation of Textile Agreements.

[FR Doc. 83-15024 Filed 6-3-83; 8:45 am]

BILLING CODE 3510-25-M

CONSUMER PRODUCT SAFETY COMMISSION

Notification of Request for Extension of Approval of Information Collection Requirements—Children's Sleepwear Standards

AGENCY: Consumer Product Safety Commission.

ACTION: Notice.

SUMMARY: In accordance with the Paperwork Reduction Act of 1981 (44 U.S.C. 3501 *et seq.*), the Consumer Product Safety Commission has submitted to the Office of Management and Budget a request for extension of approval through June 30, 1986, of information collection requirements in the flammability standards for children's sleepware and enforcement rules, codified at 16 CFR Parts 1615 and 1616. These standards and enforcement rules are applicable to children's sleepware garments in sizes 0 through 14 and to fabrics used in the production of such garments. The standards and enforcement rules require manufactures and importers of children's sleepware garments and fabrics to perform pre-market testing from representatives samples to assure that children's sleepware items meet the performance requirements of the standards. The enforcement rules also require manufacturers and importers to compile and maintain records of such testing, and to make those records available to Commission investigators upon request.

Information About the Request for Extension of Approval of Information Collection Requirements

Agency Address: Consumer Product Safety Commission, 1111 18th Street, N.W., Washington, D.C. 20207.

Title of information collection: Standard for the Flammability of Children's Sleepware: Sizes 0 Through 6X (16 CFR Part 1615); and Standard for the Flammability of Children's Sleepware: Sizes 7 Through 14 (16 CFR Part 1616).

Type of request: Extension of approval.

Frequency of collection: Varies by number of styles of items produced or imported and number of items of each style manufactured or imported each year.

General description of respondents: Manufacturers and importers of children's sleepware garments and fabrics used for production of children's sleepware.

Estimated number of respondents: 200.

Estimated average number of hours per respondent: 437.5 per year.

Comments. Comments on this request for extension of approval of information collection requirements should be addressed to Gwen Pla, Desk Officer, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503; telephone: (202) 395-7313. Copies of the request for extension of approval of information collection requirements are available from Francine Shacter, Office of Budget, Planning, and Program Evaluation, Consumer Product Safety Commission, Washington, D.C. 20207; telephone: (301) 492-6529.

This is not a proposal to which 44 U.S.C. 3504(h) is applicable.

Dated: May 31, 1983

Sadye E. Dunn,

Secretary, Consumer Product Safety Commission.

[FR Doc. 83-14963 Filed 6-3-83; 8:45 am]

BILLING CODE 6355-01-M

Notification of Request for Extension of Approval of Information Collection Requirements—Procedure for Export of Noncomplying Products

AGENCY: Consumer Product Safety Commission.

ACTION: Notice.

SUMMARY: In accordance with the Paperwork Reduction Act of 1981 (44 U.S.C. 3501 *et seq.*), the Consumer Product Safety Commission has submitted to the Office of Management and Budget a request for extension of approval through June 30, 1986, of information collection requirements in regulations governing notification to the Commission of exportation from the United States of products which do not comply with standards or regulations issued under the Consumer Product Safety Act, the Federal Hazardous Substances Act, or the Flammable Fabrics Act. These regulations are codified at 16 CFR Part 1019, and implement statutory requirements for notification to the Commission prior to export of noncomplying products contained in 15 U.S.C. 2067(b), 1273(d), and 1202(c).

Information About the Request for Extension of Approval of Information Collection Requirements

Agency address: Consumer Product Safety Commission, 1111 18th Street, NW., Washington, D.C. 20207.

Title of information collection: Procedures for Export of Noncomplying Products (16 CFR Part 1019).

Type of request: Extension of approval.

Frequency of collection: Depends upon the number of shipments from the United States of products which do not comply with a standard or regulation issued under the Consumer Product Safety Act, the Federal Hazardous Substances Act, or the Flammable Fabrics Act.

General description of respondents: Exporters of noncomplying products which would be subject to standards or regulations issued under the Consumer Product Safety Act, the Federal Hazardous Substances Act, or the Flammable Fabrics Act if sold or distributed within the United States.

Estimated number of respondents: 20.

Estimated average number of hours per respondent: 6.5 per year.

Comments: Comments on this request for extension of approval of information collection requirements should be addressed to Gwen Pla, Desk Officer, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503; telephone: (202) 395-7313. Copies of the request for extension of information collection requirements are available from Francine Shacter, Office of Budget, Planning, and Program Evaluation, Consumer Product Safety Commission, Washingtion, D.C. 20207; telephone (301) 492-6529.

This is not a proposal to which 44 U.S.C. 3504(h) is applicable.

Dated: June 1, 1983.

Sadye E. Dunn,

Secretary, Consumer Product Safety Commission.

[FR Doc. 83-15090 Filed 6-3-83; 8:45 am]

BILLING CODE 6355-01-M

DEPARTMENT OF DEFENSE

Corps of Engineers, Department of the Army

Alabama-Coosa Rivers, Alabama and Georgia; Intent To Prepare Environmental Impact Statement

AGENCY: Army Corps of Engineers, DoD.

ACTION: Notice of Intent to Prepare a Supplement to the FEIS on file.

SUMMARY: 1. *Proposed Action:* The proposed action is to prepare a Supplement to the FEIS on the Alabama-Coosa Rivers project to evaluate the environmental impact of proposed changes in the operation and maintenance practices on the existing navigation project on the Alabama River

from its mouth to Montgomery, Alabama.

2. *Alternatives:* The following basic alternatives will be evaluated:

a. No action—This alternative will be the "without" project conditions against which impacts will be measured.

b. Construction of additional training dikes.

c. Providing additional storage to augment low flows.

d. Changing dredging and disposal operations.

3. *Scoping Process:*

a. The scoping process, as outlined by the Council on Environmental Quality in the November 29, 1978 **Federal Register**, National Environmental Policy Act—Regulations, will be utilized to involve Federal, State, and local agencies and other interested persons. Identification of significant issues to be addressed in the EIS will be determined through the scoping process. The views and concerns of agencies and individuals will be obtained through personal, telephone, and mail contacts in lieu of a formal scoping meeting.

b. Coordination with the U.S. Fish and Wildlife Service, as required by the Fish and Wildlife Coordination Act and the Endangered Species Act, is being undertaken. Coordination required by other laws and regulations will also be conducted.

4. *SFEIS Preparation:* It is estimated that the Supplement to the FEIS will be available to the public in February 1984.

ADDRESS: Questions about the proposed action and SFEIS can be answered by: Mr. Henry Malec, PD–EE, U.S. Army Engineer District, Mobile, Post Office Box 2288, Mobile, Alabama 36628.

Dated: May 26, 1983.

Ronald A. Krizman,

LTC, Corps of Engineers, District Engineer.

[FR Doc. 83–14887 Filed 6–3–83; 8:45 am]

BILLING CODE 3710–CR–M

Intent To Prepare a Draft Supplement to the Final Environmental Impact Statement (DSFEIS) Entitled Black Warrior and Tombigbee Rivers, Alabama (Maintenance), To Cover Proposed Changes in the Maintenance Practices on the Existing Navigation Project

AGENCY: Army Corps of Engineers, DoD.

ACTION: Notice of Intent to prepare a DSFEIS.

SUMMARY: 1. *Description of Proposed Action:* The proposed action is to prepare a DSFEIS to evaluate the environmental impacts of proposed changes in maintenance practices on the existing navigation project on the Black Warrior and Tombigbee Rivers from the mouth of the Tombigbee River, about 45 miles north of Mobile, Alabama, to the vicinity of Birmingham, Alabama, a total waterway distance of approximately 463 miles.

2. *Alternatives to the Proposed Action:* The following basic alternatives will be evaluated:

a. No action—This alternative will be the "without" project maintenance changes against which impacts will be measured.

b. Additions or deletions to proposed training dike fields and/or revetments.

c. Additions or deletions to proposed disposal areas and/or dredging reaches.

3. *Description of the Scoping Process:*

a. The scoping process, as outlined by the Council on Environmental Quality in the November 29, 1978 **Federal Register**, National Environmental Policy Act—Regulations, will be utilized to involve Federal, State, and local agencies and other interested persons. Identification of significant issues to be addressed in the DSFEIS will be determined through the scoping process. The agencies and individuals views and concerns will be obtained through personal, telephone, and mail contacts in lieu of a formal scoping meeting. Public hearings will be held after the filing of the DSFEIS. Notices informing the public as to time and location of the meetings will be issued.

b. Coordination with the U.S. Fish and Wildlife Service, as required by the Fish and Wildlife Coordination Act and the Endangered Species Act, is being undertaken. Coordination required by other laws and regulations will also be conducted.

4. *DSFEIS Preparation:* It is estimated that the DSFEIS will be available to the public in February 1984.

ADDRESS: Questions about the proposed action and DSFEIS can be answered by: Dr. Diane I. Findley, PD–EE, U.S. Army Engineer District, Mobile, Post Office Box 2288, Mobile, Alabama 36628.

Dated: May 26, 1983.

Ronald A. Krizman,

LTC, Corps of Engineers, Acting District Engineer.

[FR Doc. 83–14888 Filed 6–3–83; 8:45 am]

BILLING CODE 3710–CR–M

DEPARTMENT OF EDUCATION

Advisory Council on Dependents' Education; Partially Closed Meeting

AGENCY: Department of Education.

ACTION: Notice of partially closed meeting.

SUMMARY: This notice sets for the schedule and proposed agenda of a forthcoming meeting of the Advisory Council on Dependents' Education and of two committees concerning education programs and administration. This notice also describes the functions of the Council. Notice of these meetings is required under Section 10(a)(2) of the Federal Advisory Committee Act. This document is intended to notify the general public of their opportunity to attend.

DATE: The Advisory Council on Dependents' Education—June 20 and 22, 1983, from 9:00 a.m. to 5:15 p.m.; and two committees—June 21 and 23, 1983, from 9:00 a.m. to 1:00 p.m. and from 11:00 a.m. to 4:30 p.m., respectively.

ADDRESS: The Capitol Hill Hotel, 200 C Street, S.E., Washington, D.C. 20003.

FOR FURTHER INFORMATION CONTACT: Dr. William F. Keough, Administrator of Education for Overseas Dependents, 400 Maryland Avenue, S.W., Room 2093, Washington, D.C. 20202.

SUPPLEMENTARY INFORMATION: The Advisory Council on Dependents' Education is established under section 1411 of the Defense Dependents' Education Act of 1978, as amended (20 U.S.C. 929). The Council is established to:

"(1) Recommeded to the Director general policies for operation of the defense dependents' education system with respect to curriculum selection, administration, and operation of the system,

"(2) Make recommendations to the Director and to the Secretary of Education on the orderly transfer of the functions under the Dependents' Education Act of 1978 to the Secretary and Department of Education, and

"(3) Provide information to the Director from other Federal agencies concerned with primary and secondary education with respect to education programs and practices which such agencies have found to be effective and which should be considered for inclusion in the defense dependents' education system.

"(4) Advise the Director on the design of the study and the selection of the contractor referred to in section 1412(a)(2) of the title, and

"(5) Perform such other tasks as may be required by the Secretary of Education."

The meeting of the Council is open to the public except as indicated below. The proposed agenda for the full meeting of the Council on June 20 and 22 includes: A report by the Administrator on Council matters, a progress report by the Director, a report by the Director on the current status of previously

expressed concerns of the Council, briefings by staff of the Department of Defense Dependents Schools (DoDDS) on screening of the handicapped and the gifted and talented program, presentation and discussion of parts of the comprehensive study of DoDDS, and the reports of the Education Program and Administration Committees.

The proposed agenda for the Education Program Committee for June 21 includes specialists at small schools, graduation credit requirements, substance abuse, and parts of the comprehensive study of DoDDS. Its agenda for June 23 will consist of business remaining from the meeting on June 21 and new business put before it by the full Council on June 20 and 22.

The proposed agenda for the Administration Committee for June 21 includes review of the draft booklet about the Council, review of the report format and training handbook for local school advisory committees, consideration of the regions' responses on intermediate councils, clarification and revision of DOD Instruction 5105.49, a report on local school advisory committees in Germany, communication with local school advisory committees by the Council, appeals from local school advisory committees, and parts of the comprehensive study of DoDDS. The Committee's agenda for June 23 will consist of business remaining from the meeting on June 21 and new business put before it by the full Council on June 20 and 22.

The June 22 Council meeting will be closed to the public from 11:00 a.m. to 12:00 m. to permit Council members to receive answers to detailed, in-depth questions of the Director of DoDDS concerning personnel and other aspects of DoDDS internal management practices in connection with the report and recommendations of the comprehensive study on these matters. The meeting will be closed under the authority of Section 10(d) of the Federal Advisory Committee Act (Pub. L. 92–463; 5 U.S.C. Appendix I) and under subsection (2) of Section (c) of the Government in the Sunshine Act (Pub. L. 94–409; 5 U.S.C. 552b). The discussions will concern internal personnel rules and practices of DoDDS, which are protected from consideration in open session.

A summary of the activities at the closed session and related matters which are informative to the public consistent with the policy of Title 5, U.S.C. 552b will be available to the public within fourteen days of the meeting.

Records are kept of all Council proceedings, and are available for inspection at the Office of the Advisory Council on Dependents' Education, Room 2083, 400 Maryland Avenue, S.W., Washington, D.C. from the hours of 9:00 a.m. to 5:30 p.m.

Dated: May 31, 1982.

Gary L. Jones,

Under Secretary.

Helen R. Wiprud,

Special Assistant to the Administrator of Overseas Dependents.

[FR Doc. 83-14990 Filed 6-3-83; 8:45 am]

BILLING CODE 4000-01-M

National Advisory Council on Adult Education; Cancellation of Meeting

AGENCY: Education Department

ACTION: Cancellation of meeting.

Notice is hereby given of the cancellation of the meeting of the Committee on Adult Illiteracy of the National Advisory Council on Adult Education, June 16–17, 1983, 425 13th Street, N.W., Suite 323, Washington, D.C. as published in the **Federal Register** on May 26, 1983, Volume 48, No. 103.

Signed at Washington, D.C., on May 31, 1983.

Rick Ventura,

Executive Director, National Advisory Council on Adult Education.

[FR Doc. 83-15061 Filed 6-3-83; 8:45 am]

BILLING CODE 4000-01-M

DEPARTMENT OF ENERGY

Economic Regulatory Administration

[ERA Docket No. 83-CERT-073]

VA Medical Center; Notice of Application for Certification of the Use of Natural Gas To Displace Fuel Oil

The V.A. Medical Center (VAMC), 3200 Vine Street, Cincinnati, Ohio 45220, filed an application on May 9, 1983, with the Economic Regulatory Administration (ERA), and amended it on May 10 and May 20, 1983, for certification of an eligible use of natural gas to displace fuel oil at its hospital facility in Cincinnati, Ohio, pursuant to 10 CFR Part 595 (44 FR 47920, August 16, 1979). More detailed information is contained in the application on file and available for public inspection at the ERA Natural Gas Division Docket Room, RG–43, Room GA–007, Forrestal Building, 1000 Independence Avenue, S.W., Washington, D.C. 20585, from 8:00 a.m. to 4:30 p.m., Monday through Friday, except Federal holidays.

In its application, VAMC indicates that the volume of natural gas for which it requests certification is approximately 123,849,280 cubic feet per year. This volume is estimated to displace the use of approximately 891,002 gallons of No. 2 fuel oil (0.09 percent sulfur) per year.

The eligible sellers are Exxon U.S.A., P.O. Box 2810, Houston, Texas 77001; Texas Gas Corporation, 3800 Frederica Street, P.O. Box 1160, Owensboro, Kentucky 45302; and Ohio Gas Marketing Corporation, 3933 Price Road, Newark, Ohio 43055. The gas will be transported by Columbia Gas Transmission Corporation, P.O. Box 1273, Charleston, West Virgina 25325; and Texas Gas Transmission Corporation, 3800 Frederica Street, P.O. Box 1160, Owensboro, Kentucky 42301; and by the Cincinnati Gas and Electric Company, P.O. Box 960, Cincinnati, Ohio 45202; and The Union Light, Heat & Power Company, P.O. Box 32, Covington, Kentucky 41012, local distribution companies.

In order to provide the public with as much opportunity to participate in this proceeding as is practicable under the circumstances, we are inviting any person wishing to comment concerning this application to submit comments in writing to the Economic Regulatory Administration, Office of Fuels Programs, Natural Gas Division, RG–43, Room GA–007, Forrestal Building, 1000 Independence Avenue, S.W., Washington, D.C. 20585, Attention: Paula A. Daigneault, within ten (10) calendar days of the date of publication of this notice in the **Federal Register.**

An opportunity to make an oral presentation of data, views, and arguments either against or in support of this application may be requested by any interested person in writing within the ten (10) day comment period. The request should state the person's interest and, if appropriate, why the person is a proper representative of a group or class of persons that has such an interest. The request should include a summary of the proposed oral presentation and a statement as to why an oral presentation is necessary. If ERA determines that an oral presentation is necessary, further notice will be given to VAMC and any person filing comments and will be published in the **Federal Register.**

Issued in Washington, D.C., on May 26, 1983.

James W. Workman,

Director, Office of Fuels Programs, Economic Regulatory Administration.

[FR Doc. 83-15058 Filed 6-3-83; 8:45 am]

BILLING CODE 6450-01-M

Federal Energy Regulatory Commission

[Docket No. RP83-96-000]

Inquiry Into Purchasing Practices of Interstate Pipelines; Informal Public Conference

June 2, 1983.

AGENCY: Federal Energy Regulatory Commission, DOE.

ACTION: Notice of informal public conference.

SUMMARY: The Commission will hold an informal public conference to examine whether the purchasing or transportation practices of interstate pipelines, combined with reduced market demand for natural gas, are resulting in undesirable consequences. The Commission seeks views and information from interstate and intrastate pipelines, producers, distributors, end-users, State and local regulatory authorities and the general public on whether problems exist and whether Commission action would alleviate them.

DATES: Requests to participate in the conference are due on or before June 24, 1983. Written statements are due on or before July 1, 1983. The conference is scheduled for July 11–12, 1983, beginning at 10:00 a.m.

ADDRESSES: All submissions should reference Docket No. RP83-96-000 and should be addressed to: Office of the Secretary, Federal Energy Regulatory Commission, 825 North Capitol Street NE., Washington, D.C. 20426.

The informal public conference will be held in: Hearing Room A, 825 North Capitol Street NE., Washington, D.C.

FOR FURTHER INFORMATION CONTACT:

Bonnie Cord, Office of the General Counsel, Federal Energy Regulatory Commission, 825 North Capitol Street NE., Washington, D.C. 20426, (202) 357-8475

Christine Benagh, Office of Commissioner Oliver G. Richard III, Federal Energy Regulatory Commission, 825 North Capitol Street NE., Washington, D.C. 20426, (202) 357-8383.

The Federal Energy Regulatory Commission (Commission) is currently involved in litigation concerning State authority to regulate the purchasing practices of interstate pipelines. *Transcontinental Gas Pipeline Company* v. *Mississippi Oil and Gas Board*, Civil Action No. J82-0531(R) (S.D.Miss.). The Commission's position is that a Mississippi Oil and Gas Board order directed at interstate purchasers of natural gas is an impermissible invasion of the Commission's exclusive jurisdiction under the Natural Gas Act, 15 U.S.C. 717-717w, as amended (Supp. IV 1980), over the sale and transportation of natural gas in interstate commerce for resale. *Northern Natural Gas Company* v. *State Corporation Commission of Kansas*, 372 U.S. 84 (1963). The Commission also believes, as suggested by the Court in *Northern Natural*, 372 U.S. at 94 and n. 12, that States may have authority to accomplish their stated objectives of preventing drainage and promoting conservation by means other than regulating interstate purchasers.

Some producers have alleged that the interstate pipelines are engaging in discriminatory purchasing practices against some producers, which is resulting in denial of access to natural gas markets, drainage and waste. The Commission is unclear as to whether these allegations have merit. Pipelines' current purchasing practices may be, at least in part, a reasonable response to reduced market demand and an attempt to prevent further price increases to their natural gas customers.

The Commission continues to maintain that State regulation of the purchasing practices of interstate pipelines impermissibly invades the Commission's jurisdiction. In enacting the Natural Gas Act, Congress intended to establish a comprehensive scheme of federal regulation of interstate pipelines. Major reasons for establishing the federal scheme were prevention of undue discrimination by interstate pipelines by virtue of their monopsony and monopoly positions, filling the regulatory gap where States could not act effectively, and protecting natural gas consumers from unreasonably high gas prices. 15 U.S.C. 717, 717c, 717d (1976); Federal Trade Commission, Utility Corporations, S. Doc. 92, 70th Cong., 1st Sess. (1936). Congress charged the Commission with the authority and responsibility to administer the Act.

In light of the foregoing, the Commission believes that it is incumbent on it to examine the situation and determine whether Commission action is warranted. Accordingly, the Commission will convene an informal public conference to elicit views and information from members of the public on this matter. The conference will be held at Commission offices in Hearing Room A, 825 North Capitol Street, N.E., Washington, D.C., on July 11–12, 1983, beginning at 10:00 a.m. The Commission encourages the presentation of all views, including those of interstate and intrastate pipelines, independent and affiliated producers, distributors, end-users, State and local regulatory authorities, and the general public, as to whether problems exist and whether Commission action is appropriate. Members of the public are welcome to attend.

In order to aid discussion, the Commission urges participants to focus particularly on the following questions.

1. Does existing State authority consistent with the *Northern Natural* case, or federal authority other than the Natural Gas Act, provide the basis for an adequate remedy for some or all of the problems discussed above?

2. If not, does the Commission's jurisdiction under present statutory authority provide the basis for an adequate remedy for some or all of these problems?

3. Is there any evidence that interstate pipelines are discriminating in the purchase of gas against some producers in favor of other producers?

a. Against independent producers in favor of affiliated producers?

b. Against producers in one state in favor of producers in other states?

c. Against owners in some wells in favor of owners in other wells within a State, or against some owners in a well in favor of other owners in that well?

4. Is there any evidence that pipelines are favoring some producers or end-users with respect to transportation of gas?

5. If pipelines are not purchasing from producers evenly, is this due to:

a. Some producers asking too high a price?

b. Varying contractual obligations of the pipelines, such as varying take-or-pay provisions?

c. Allowables set by the States?

6. Does the right of first refusal under the Natural Gas Policy Act, 15 U.S.C. 3375 (Supp. IV 1980), or under the Commission's regulations, 18 CFR 277.201-277.210, inhibit the flexibility of producers to find alternative markets for their gas?

7. If the Commission should require pipelines to establish practices that allocate the reduced market demand among producers, should reductions be made:

a. Pro rata based upon the total deliverability of wells?

b. By reducing or eliminating higher priced gas first, and then pro rata according to deliverability?

c. By some other method?

What technical problems will arise as a result of any of these methods?

8. Should the Commission take no action and simply allow the marketplace to allocate reduced market demand among producers?

Any person wishing to present data, views or other information on these matters at the conference must submit a written request to participate to the Secretary of the Commission, 825 North Capitol Street, N.E., Washington, D.C. 20426, by June 24, 1983. Requests to participate should include a reference to Docket No. RP83-96-000, a brief summary of the participant's interest, the issues to be addressed in the presentation, and an address and telephone number where the participant may be reached. Participants may be assigned to a panel in order to establish a logical order of presentation and to facilitate an informal exchange of views. A schedule of participants and assignments will be available in advance of the conference. To aid the Commission in preparation for the conference, each participant is also requested to submit three copies of a written statement of his or her presentation to the Secretary of the Commission by July 1, 1983. These statements will be made part of the record. Additional copies of statements may be brought to the conference for distribution to members of the audience.

Commissioner Oliver G. Richard III will preside at the conference. Any person may submit questions to Commissioner Richard to be asked of participants. Commissioner Richard will determine whether the question is relevant and whether the time limitations permit it to be presented. If time permits at the conclusion of the scheduled presentations, persons who did not submit requests to participate will be afforded an opportuntiy to speak. Any further procedures will be announced by Commissioner Richard at the conference. A transcript of the conference will be available at the Commission's Office of Congressional and Public Affairs, Division of Public Information, Room 1000, 825 North Capitol Street, N.E., Washington, D.C. 20426. Copies of the transcript may be purchased by members of the public.

By direction of the Commission.

Kenneth F. Plumb,

Secretary.

[FR Doc. 83-15130 Filed 6-3-83; 8:45 am]

BILLING CODE 6717-01-M

[Project No. 5050-003]

New Hampshire Water Resources Board, Surrender of Preliminary Permit

May 31, 1983.

Take notice that the New Hampshire Water Resources Board (Board), Permittee for the proposed Mascoma Lake Project No. 5050, has requested that its preliminary permit be terminated. The preliminary permit was issued on May 25, 1982, and would have expired on November 30, 1983. The project would have been located on the Mascoma River in Grafton County, New Hampshire. No reason for surrender was offered.

The Board filed its request on May 3, 1983, and the surrender of its permit for Project No. 5050 is deem effective 30 days after the date of this notice.

Kenneth F. Plumb,

Secretary.

[FR Doc. 83-15013 Filed 6-3-83; 8:45 am]

BILLING CODE 6717-01-M

[Docket No. CP83-340-000]

Producer-Suppliers of Transco Gas Supply Co.; Application

May 27, 1983.

Take notice that on May 25, 1983, Transco Gas Supply Company (Gasco), a subsidiary of Transco Energy Company, P.O. Box 1396, Houston, Texas 77251, filed in Docket No. CP83-340-000 an application pursuant to Section 7 of the Natural Gas Act on behalf of producer-suppliers currently selling gas to Gasco pursuant to certificates of public convenience and necessity issued pursuant to Section 7(c) of the Natural Gas Act for permission and approval to abandon certificated sales to Gasco and for a certificate of public convenience and necessity authorizing the sale in interstate commerce of such abandoned reserves to certain customers of Transcontinental Gas Pipe Line Corporation (Transco) for a limited period, all as more fully set forth in the application which is on file with the Commission and open to public inspection.

It is stated that Gasco's affiliate, Transco, in accordance with a settlement agreement approved by Commission letter order dated April 28, 1983, in rate proceedings Docket Nos. RP83-11-000 and RP83-30-000, has implemented a voluntary, experimental Industrial Sales Program (ISP) whereunder Transco, as agent for certain customers, would arrange for gas supplies to be purchased by eligible customers for the purposes of keeping natural gas prices competitive with the prices of alternate fuels and of maintaining historical throughput levels on Transco's system. Gasco states that the authorizations sought in this case are necessary to permit the inclusion into the ISP program, which is limited to the period April 1 through October 31, 1983, of gas supplies which presently are sold to Gasco under certificates of public convenience and necessity and which gas its producer-suppliers voluntarily elect to divert temporarily for sale to Transco's customers. It is also stated that, except to the extent that such gas supplies are utilized for the limited scope and term of the ISP program, Gasco's dedication of its gas reserves to Transco would remain the same.

It is asserted that under the ISP program all Natural Gas Policy Act of 1978 price categories of gas supplies are eligible to participate; therefore, Gasco may release gas reserves tendered by producers that do not require abandonment authority under Section 7(b) or a certificate under Section 7(c) of the Natural Gas Act in order to participate therein.

Any person desiring to be heard or to make any protest with reference to said application should on or before June 13 1983, file with the Federal Energy Regulatory Commission, Washington, D.C. 20426, a motion to intervene or a protest in accordance with the requirements of the Commission's Rules of Practice and Procedure (18 CFR 385.214 or 385.211) and the Regulations under the Natural Gas Act (18 CFR 157.10). All protests filed with the Commission will be considered by it in determining the appropriate action to be taken but will not serve to make the protestants parties to the proceeding. Any person wishing to become a party to a proceeding or to participate as a party in any hearing therein must file a motion to intervene in accordance with the Commission's Rules.

Take further notice that, pursuant to the authority contained in and subject to the jurisdiction conferred upon the Federal Energy Regulatory Commission by Sections 7 and 15 of the Natural Gas Act and the Commission's Rules of Practice and Procedure, a hearing will be held without further notice before the Commission or its designee on this application if no motion to intervene is filed within the time required herein, if the Commission on its own review of the matter finds that a grant of the

certificate and permission and approval for the proposed abandonment are required by the public convenience and necessity. If a motion for leave to intervene is timely filed, or if the Commission on its own motion believes that a formal hearing is required, further notice of such hearing will be duly given.

Under the procedure herein provided for, unless otherwise advised, it will be unnecessary for Gasco to appear or be represented at the hearing.

Kenneth F. Plumb,

Secretary.

[FR Doc. 83-15014 Filed 6-3-83; 8:45 am]

BILLING CODE 6717-01-M

[Project No. 5203-002]

Puget Sound Power and Light Co.; Surrender of Preliminary Permit

May 31, 1983.

Take notice that Puget Sound Power and Light Company, Permittee for the proposed Goat Mountain Project No. 5203, has requested that its preliminary permit be terminated. The permit was issued on December 10, 1981, and would have expired November 30, 1983. The project would have been located on the South Fork Nooksack River in Skagit County, Washington.

The Permittee filed its request on May 2, 1983, and the surrender of the preliminary permit for Project No. 5203 is deemed accepted as of May 2, 1983, and effective as of 30 days from the date of this notice.

Kenneth F. Plumb,

Secretary.

[FR Doc. 83-15015 Filed 6-3-83; 8:45 am]

BILLING CODE 6717-01-M

[Project No. 6263-001]

Seattle Oil Service, Inc.; Surrender of Preliminary Permit

May 31, 1983.

Take notice that Seattle Oil Service, Inc., the Permittee for the proposed Waste Waterway 68D, Dike No. 8 Project No. 6263, has requested that its preliminary permit be terminated. The permit was issued on August 25, 1982, and would have been located on the Waste Waterway 68D in Adams County, Washington.

The Permittee filed its request on March 14, 1983, and the surrender of the preliminary permit for Project No. 6263 is deemed accepted as of March 14, 1983, and effective as of 30 days after the date of this notice.

Kenneth F. Plumb,

Secretary.

[FR Doc. 83-15016 Filed 6-3-83; 8:45 am]

BILLING CODE 6717-01-M

[Project No. 6121-001]

Seattle Oil Service, Inc.; Surrender of Preliminary Permit

May 31, 1983.

Take notice that Seattle Oil Service, Inc., the Permittee for the proposed Frenchman Hills Waste Waterway Station 15+00 Project No. 6121, has requested that its preliminary permit be terminated. The permit was issued on July 9, 1982, and would have expired January 31, 1984. The project would have been located on the Frenchman Hills Waste Waterway in Grant County, Washington.

The Permittee filed its request on March 14, 1983, and the surrender of the preliminary permit for Project No. 6121 is deemed accepted as of March 14, 1983, and effective as of 30 days after the date of this notice.

Kenneth F. Plumb,

Secretary.

[FR Doc. 83-15017 Filed 6-3-83; 8:45 am]

BILLING CODE 6717-01-M

[Project No. 6248-001]

Seattle Oil Service, Inc.; Surrender of Preliminary Permit

May 31, 1983.

Take notice that Seattle Oil Service, Inc., the Permittee for the proposed Waste Waterway 68D, Dike No. 9 Project No. 6248, has requested that its preliminary permit be terminated. The permit was issued on August 25, 1982, and would have expired February 28, 1984. The project would have been located on the Waste Waterway 68D in Adams County, Washington.

The Permittee filed its request on March 14, 1983, and the surrender of the preliminary permit for Project No. 6248 is deemed accepted as of March 14, 1983, and effective as of 30 days after the date of this notice.

Kenneth F. Plumb,

Secretary.

[FR Doc. 83-15018 Filed 6-3-83; 8:45 am]

BILLING CODE 6717-01-M

[Project No. 6766-001]

Upper San Joaquin River Water and Power Authority; Surrender of Preliminary Permit

May 31, 1983.

Take notice that the Upper San Joaquin River Water and Power Authority, Permittee for the proposed Forks Hydroelectric Project No. 6766, has requested that its preliminary permit be terminated. The Preliminary Permit was issued on March 29, 1983, and would have expired on March 31, 1986. The project would have been located on the San Joaquin River near Mammoth Lakes, in Madera County, California.

The Permittee filed its request on April 21, 1983, and the surrender of the preliminary permit for Project No. 6766 is deemed accepted as of April 21, 1983, and effective 30 days after the date of this notice.

Kenneth F. Plumb,

Secretary.

[FR Doc. 83-15019 Filed 6-3-83; 8:45 am]

BILLING CODE 6717-01-M

Office of Hearings and Appeals

Implementation of Special Refund Procedures

AGENCY: Office of Hearings and Appeals, DOE.

ACTION: Notice of Implementation of Special Refund Procedures.

SUMMARY: The Office of Hearings and Appeals of the Department of Energy has issued a Decision and Order concerning second stage refund procedures to be implemented for distribution of the consent order funds remitted to the DOE by Worldwide Energy Corporation, Loveladdy Oil Company, Gas Engine and Compressor Service and Fagadau Energy Corporation.

FOR FURTHER INFORMATION CONTACT: Thomas O. Mann, Deputy Director, Office of Hearings and Appeals, Department of Energy, 1200 Pennsylvania Avenue NW., Washington, D.C. 20461, (202) 633-8377.

SUPPLEMENTARY INFORMATION: The Decision and Order which appears below establishes procedures for distribution of the consent order funds remitted to the DOE by the four firms named above. The respective amounts of the escrowed funds are: $49,400 (Worldwide), $25,000 (Loveladdy), $51,400 (Gas Engine) and $83,985 (Fagadau). The entire balance of these

funds, plus all interest accrued to date, remains unclaimed following the expiration of the deadlines for firms who purchased petroleum products marketed by the four firms to submit applications for refund.

In this Decision, the Office of Hearings and Appeals (OHA) apportioned 82.13 percent of the Worldwide consent order fund, or $40,572 plus accrued interest, to the State of Texas. Upon approval by the OHA of a plan submitted by the state which will provide restitutionary benefits to consumers of natural gas liquids products in the State of Texas that amount will be paid to the State of Texas. The remaining 17.87 percent of the Worldwide Fund was apportioned to the State of Oklahoma and will be distributed to the State of Oklahoma under similar conditions. In addition, 100 percent of the Loveladdy, Gas Engine, and Fagadau consent order funds are apportioned for the State of Texas because all of the petroleum products sold by those firms were marketed in Texas. As discussed in the Decision below, the DOE has concluded that the state governments are appropriate bodies to formulate a distribution plan in these proceedings because they will provide effective and efficient restitution to petroleum products consumers in the firms' market areas.

Dated: May 27, 1983.

Richard W. Dugan,

Acting Director, Office of Hearings and Appeals.

Decision and Order of the Department of Energy, Second Stage Refund Procedures

Name of Petitioner: Worldwide Energy Corporation, Loveladdy Oil Company, Gas Engine and Compressor Service, Fagadau Energy Corporation.

Dates of Filing: February 8, 1983 (Worldwide, Loveladdy, & Gas Engine). February 14, 1983 (Fagadau).

Case No.: HQF-0015, HQF-0016, HQF-0017, HQF-0018.

On May 17, 1982, the Office of Hearings and Appeals of the Department of Energy issued a Decision and Order establishing special refund procedures for distributing funds obtained by the DOE through consent orders entered into by Fagadau Energy Corporation (Fagadau), Liquid Products Recovery, Inc., Worldwide Energy Corporation (Worldwide) and Gas Engine and Compressor Service (Gas Engine). *Office of Enforcement*, 9 DOE ¶ 82,567 (1982) (hereinafter cited as *Fagadau*). Subsequently, on May 20, 1982, we issued a Decision and Order establishing special refund procedures for distributing funds from the consent orders entered into with Panhandle Eastern Pipeline Company, PVM Oil Associates, Inc., Loveladdy Oil Company (Loveladdy), Armstrong and Associates, and Ethyl Corporation, *Office of Enforcement*, 9 DOE ¶ 82,569 (1982) (hereinafter cited as *Panhandle*). Under the terms of the consent orders, each firm placed money into a DOE escrow account to be distributed, together with interest, in accordance with the directives of the OHA pursuant to special refund proceedings. While common legal and factual issues in these cases made it appropriate to consolidate them for the purpose of establishing special refund procedures, the consent order funds have remained separate, and the refund proceedings in each case have been handled separately. The present Decision concerns only the Worldwide, Loveladdy, Gas Engine and Fagadau (the four firms) consent order funds.

The May 17 and May 20 Decisions established a two-stage process for the distribution of the consent order funds involved. In the first stage, applications for refund would have been accepted from claimants who purchased refined products from the firms involved during the respective consent order periods. The deadline for filing first stage refund applications for the firms covered by the *Fagadau* decision was August 23, 1982. The deadline for the submission of refund applications for the *Panhandle* group was August 24, 1982. The two Decisions also suggested that any funds remaining after qualified claimants had been paid would be distributed to entities which would pass through the benefits of any refunds to the group of persons who were likely injured as a result of the allegedly improper pricing practices.

The deadline for the submission of claims has now passed, and we have not received any refund applications from firms that purchased products from Worldwide, Loveladdy, Gas Engine or Fagadau. Under these circumstances, any possible claimant has waived its right to receive a refund during the first stage claims process. This Decision will therefore address the procedures to be instituted for distribution of the four firms' consent order funds in the second stage of the refund process. After a careful examination of the records compiled in each of these cases, we have determined that the state governments in respective market areas served by the four firms appear to be the most appropriate entities through which the benefits of these settlement funds may be distributed to injured parties

Background

In its audit of Worldwide's Rattlesnake Creek Gas Processing Plant, which was previously owned by Worldwide's predecessor firm, Central States Gas Company, the Office of Enforcement of the DOE's Economic Regulatory Administration (OE) found possible violations with respect to first sales of natural gas liquids (NGLs) during the period April 1, 1975 through April 30, 1977. Central States sold the output from that plant to Liquid Petroleum Corporation during the months of April and May 1975, and continued to sell butane and natural gasoline to that firm during June 1975. During the period June 1975 through April 1977, Central States sold all of the propane obtained at the Rattlesnake Creek plant to Pontotoc Oil Company, and sold butane and natural gasoline to the same firm from July 1975 through April 30, 1977. In order to settle all claims and disputes between the parties, Worldwide agreed to pay $49,400 to the DOE. The parties further agreed that this amount would be distributed by the DOE pursuant to 10 CFR Part 205, Subpart V. On March 21, 1980, the DOE published notice of the Worldwide Consent Order in the **Federal Register** and requested that persons believing that they had a claim to all or a portion of the refund amount file written notification of such a claim with ERA within 30 days. 45 FR 18430 (1980). No claim was filed. The OE was unable to identify the persons, if any, who were entitled to the Worldwide settlement fund or to ascertain the amounts of refunds that such persons were entitled to receive. Accordingly, it subsequently filed a Petition for the Implementation of Special Refund Procedures with the Office of Hearings and Appeals.

In its audit of Loveladdy the OE found possible regulatory violations with respect to the firm's sales of No. 2 fuel oil and motor gasoline in the State of Texas during the period November 1, 1973, through April 30, 1974. The OE identified thirty-eight firms and individuals who were first purchasers of fuel oil and gasoline from Loveladdy during the period concerned. The DOE and Loveladdy entered into a consent order under which Loveladdy agreed to remit $25,000 to the DOE in settlement of all claims and disputes between the parties arising from the audit. The terms of the final consent order were published in the **Federal Register** on August 3, 1979. *See* 44 FR 45663 (1979). Interested parties were given an opportunity to comment on the terms of the consent order and to submit written notice of potential claims against the refund amount. The DOE received no claims in response to that notice and consequently the OE filed a Subpart V Petition for this settlement fund.

In its audit of Gas Engine's Freestone gas processing plant, the OE found possible price violations with respect to first sales of NGLs during the period September 1973 through December 1976. Gas Engine sold NGLs from this plant to Wanda Petroleum and Martin Gas Sales Company. On August 28, 1979, the OE and Gas Engine entered into a consent order under which the firm agreed to pay $51,400 to the DOE in settlement of all disputes between the parties arising from the OE's audit of the Freestone plant. The parties stipulated that the funds were to be distributed by the DOE pursuant to a Subpart V proceeding. The terms of the final consent order were published in the **Federal Register** on September 11, 1979. *See* 44 FR 52860 (1979). Interested parties were given an opportunity to submit written notice of potential claims against the refund account, and the Consumer Energy Council of America submitted comments identifying itself as a potential claimant. No claims were filed by purchasers of NGLs from Gas Engine.

The OE also conducted an audit of Fagadau in order to determine whether the firm had complied with the DOE pricing regulations applicable to the NGLs. *See* 6 CFR Part 150, Subpart L, *and* 10 CFR Part 212, Subparts E and K. In its audits of Fagadau's

Bluegrove and Marietta gas processing plants, the OE found possible violations with respect to first sales of NGLs during the period September 1973 through October 1976. Fagadau sold the output from those plants only to TLOK Marketing during the relevant time period. In order to settle all claims and disputes between Fagadau and the OE regarding the first sales of NGLs, Fagadau agreed to pay $83,985 to the DOE. The parties further agreed that this amount would be distributed by the DOE pursuant to 10 CFR Part 205, Subpart V. On July 11, 1979, the Proposed Consent Order was finalized without modification and the DOE published notice in the **Federal Register** requesting that persons believing that they had a claim to all or a portion of the refund amount file written notification of such a claim with the OE within 30 days of publication. 44 FR 40545 (1979). No claim was filed.

Following the Issuance of final determinations on the ERA's Petitions for the Implementation of Special Refund Procedures in connection with the funds in the *Fagadau* and *Panhandle* cases, we mailed written notice of the opportunity to file applications for refund for a portion of the refund moneys to each firm's first purchasers. We also published the *Fagadau* and *Panhandle* Decisions and Orders in the **Federal Register**. *See* 47 FR 25535 (1982) (*Fagadau*); 47 FR 23015 (1982) (*Panhandle*). However, no applications for refund for a portion of the four firms' funds had been filed by the time the deadlines for filing, August 23 and 24, 1982, had passed.

Comments on Second Stage Refund Procedures

Although we did not establish final second-stage procedures in the *Fagadau* and *Panhandle* Decisions, we suggested several possible distribution mechanisms: (1) First purchasers, who are in the best position to channel refunds to downstream purchasers, would be invited to formulate plans for distribution; (2) refunds might be made in the form of lowered energy or energy-related costs in the firms' market areas, through special programs formulated by state governments; and (3) in the event that other distribution mechanisms proved infeasible or inappropriate, we proposed that the remaining funds be deposited into the United States Treasury. Following our discussion of possible second-stage refund mechanisms, we sought comments from interested parties as to the appropriate distribution of second-stage funds.

In response to our request for comments on the appropriate second-stage refund procedures for these cases, we received submissions from nine state governments contending that residual funds should be distributed through them. *See, e.g., Attorneys General of the States of Delaware, et al.*, 10 DOE ¶ 82,536 (1982). We also received a submission from the Transportation Group, an organization representing four public transportation trade associations, in which the group maintained that all funds should be distributed only to direct purchasers of the petroleum products covered by the consent order. All of the comments which we received in this proceeding were generic rather than case-specific—all of them urged us to adopt a standard policy for disposition of all second-stage funds.

We disagree with the premise advocated by the state governments and the Transportation Group that the OHA should adopt a single approach to the disposition of second-stage funds in all special refund cases. As we have repeatedly stated, the appropriate solution to the question of what should be done with funds remaining after all first-stage claims have been adjudicated depends upon the factual circumstances involved in each case. *See Office of Enforcement*, 8 DOE ¶ 82,597 (1981) at 85,397 (hereinafter cited as *Vickers*); *Office of Special Counsel*, 10 DOE ¶ 85,048 (1982) at 88,217 (hereinafter cited as *Amoco*). Thus, the amount of money remaining, the product involved, and any information available about the probable distribution of the product or about the transactions underlying the consent order are all factors which we consider in determining the appropriate recipient or recipients for second-stage refunds.

The Transportation Group also argued in its submission that the OHA is obligated to refund moneys only to direct purchasers due to DOE statutes and regulations which require that refunds be made to "injured persons." The Transportation Group maintains that this language mandates that refund money may only be distributed to first purchasers and that therefore a distribution to other entities who agree to use the money to benefit the class of consumers who were injured is unlawful.

We find the Transportation Group's assertion that DOE statutes and regulations governing refund procedures permit us to refund settlement money *only* to direct purchasers of products covered by these consent orders to be completely without merit. As we have stated in a number of previous Decisions, the primary purpose of Subpart V special refund procedures is to provide restitution to persons injured by alleged regulatory violations. *See generally, Vickers; Sauder v. DOE*, 648 F.2d 1341 (Temp. Emer. Ct. App. 1981). Direct purchasers of the products involved, particularly direct purchasers who were resellers, may have simply passed on the injury in the form of increased prices. For this reason we required claimants filing first-state refund applications in these proceedings to demonstrate that they absorbed the alleged injury rather than passing it through to their customers. *See, e.g., Fagadau*, 9 DOE at 85,344. All purchasers, direct or indirect, of product covered by the consent orders were given notice of the opportunity to file applications for a portion of the consent order funds in the first stages of these proceedings. No direct purchasers filed claims. These firms have therefore waived their rights to seek a refund from these consent order funds.

However, as we have previously observed,

> [T]he fact that claims to specific refunds may not be made does not mean that injuries to customers who did not file claims have not occurred. Rather, the absence of claims for the full amount of the settlement would tend to reflect the small size of these claims as well as the difficulty and expense of filing a claim.

Amoco, 10 DOE at 88,199. An examination of the records in these cases bears out this observation. In each of the present cases, the majority of the products involved was sold directly either to small firms who were consumers or to firms that resold the products. In the former situation, a consumer's claim might well be for so small an amount that the firm would not expend its resources filing a claim. In the latter case, resellers, for whom the product suppled constituted only a small portion of their entire supply, were in a position to pass on the effects of the alleged overcharges to their customers. *See, e.g., Tenneco Oil Company/Mid-Continent Systems, Inc.*, 10 DOE ¶ 85,009 (1982). Consequently, the injury experienced in these cases was likely borne by parties whose individual shares of the refund moneys are too small to justify the expense of their filing and our adjudicating these claims. Second stage refund procedures permit the fashioning of distribution programs to compensate injured persons who are unable for one reason or another to submit valid claims. *See Armstrong and Associates/City of San Antonio*, 10 DOE ¶ 85,050 (1983). Congress has expressly approved of indirect restitution by adopting the "Warner Amendment", Pub. L. No. 97-377, section 155(a), 96 Stat. 1830, 1919 (1982), which provides for distribution to the states of escrowed funds that are not likely to be otherwise refunded to injured persons. We have therefore concluded that we should fashion an appropriate second-stage refund mechanism designed to channel these refunds to injured parties who were unwilling or unable to file first-stage refund applications.

Second Stage Procedures

In several recent cases we have based our determination of the appropriate distribution of second-stage funds upon the factual circumstances in each case. For example, in *Office of Enforcement*, 10 DOE ¶ 85,072 (1983) (hereinafter cited as *PVM*), after examining the investigatory files complied by the DOE in the enforcement proceedings underlying the consent decree, we determined that a substantial portion of the product sold by PVM was sold to two ultimate consumers. In addition, we concluded that the remainder of the product was distributed to consumers of No. 2 fuel oil in the New York City metropolitan area. Consequently, we determined that the two identifed ultimate consumers of the fuel should receive a portion of the PVM fund with the remainder being reserved for distribution to New York State upon our approval of a state plan to use the money in a manner designed to benefit No. 2 fuel oil consumers in the New York City metropolitan area. *PVM*, 10 DOE at 88,307-08.

Of course, as we stressed in *PVM*

> it is important to note that the consent decree is the result of a negotiated settlement which compromises the allegations therein and is in no way an admission of liability. . . . Thus, the DOE investigatory files represent preliminary determinations made by the agency and do not reflect actual overcharges. Nonetheless, we believe that these files, which formed the basis of the government's

complaint and which underlie the settlement, do provide an appropriate basis on which to fashion an equitable plan for restitution of the available funds in this case. *See Armstrong and Associates/City of San Antonio*, 10 DOE ¶ 85,050 (1983).

PVM at 88,307. The funds at issue in the present proceedings are also the fruits of settlement negotiations and do not reflect actual overcharges. However, we believe that an investigation into the circumstances underlying the consent orders, including an examination of the enforcement records compiled before agreement on a consent order, will assist us in formulating equitable distribution plans that will most likely benefit persons who were injured by the consenting firms' regulatory practices. We have therefore obtained copies of enforcement documents, when available, and have in some instances conducted our own investigation of the probable chain of transactions by which the products covered by these consent orders reached their ultimate consumers. We have concluded after our analysis of these cases that, based upon the amounts of money remaining, the products involved, and the probable distribution of those products, the funds should be distributed to the respective states in which the four firms' products were marketed. Prior to our issuing orders for payment of these funds to the states they will be required to submit a plan for the use of the money in a manner calcualted to benefit those residents who were likely injured by the alleged overcharges. The results of our analyses of the appropriate second-stage disposition of funds for each of the four firms follows.

The Worldwide consent order fund presently contains $49,400 principal and $23,302 interest as of April 30, 1983. The record indicates that the Worldwide consent order covered the firm's sales of butane, propane and natural gasoline to resellers located in Midland, Texas, and Tulsa, Oklahoma. The record further indicates that 17.87 percent of the alleged violations occurred in transactions with an Oklahoma reseller, Liquid Petroleum Corporation, and the remaining 82.13 percent was attributed to sales to Pontatoc Oil Company, a Texas reseller.[1] As noted above, neither firm filed a refund application even though notice of their eligibility to do so was mailed to them. We shall assume that these resellers of petroleum products likely declined to file first-stage refund applications because their probable recovery seemed insubstantial or because they would have been unable to establish that they did not pass through the alleged overcharges to their customers. We have therefore concluded that the Worldwide consent order fund should be distributed to the state governments of Texas and Oklahoma upon our approval of those states' proposals for projects to benefit likely injured parties.

There is $25,000 in principal and $11,586 in interest as of April 30, 1983, in the Loveladdy escrow account. The Loveladdy consent order was entered into after a Notice of Probable Violation was issued to the firm alleging overcharges in its sales of motor gasoline and No. 2 heating oil. The Notice of Probable Violation listed 38 Loveladdy customers, and Loveladdy furnished the OHA with addresses for those firms that were still in business. Seventeen of the firms were no longer in business. All of the firms were located in Texas and all of those that were still operating were notified of the opportunity to file for a refund. None of these firms, which area apparently small retailers and end-users, filed refund applications. Based upon the natures of Loveladdy's business and of the likely injured parties, and the small size of this fund, we have concluded that the loveladdy fund should be consolidated with other escrow funds from firms doing business in Texas for distribution to that state according to a consolidated plan to be proposed by the state.

Gas Engine's consent order fund is presently comprised of $51,400 principal land $24,317 in interest. The firm's consent order covered its sales of NGLs to two reseller firms in the vicinity of Longview, Texas. Neither firm filed a refund application. We have determined that this money should likewise be consolidated with other escrow funds for use by the State of Texas to benefit probable injured parties.

Finally, there is currently $83,985 principal and $39,733 interest in the Fagadau consent order fund. All of the NGLs covered by the consent order were sold to TLOK Marketing/United LPG Marketing of Dallas, Texas. Although notified by mail of its opportunity to file a refund application, that firm did not file. Upon investigation, we found that during the consent order period TLOK transported the NGLs by by pipeline to Houston, where they were processd for TLOK's account into ethane, propane, and natural gasoline by either Crystal Oil Company, Cities Service Company or Enterprise Products, Inc. These products were then all sold by TLOK to dealers within Texas. Consequently, we have concluded that the Fagadau escrow fund should be included in the consolidated Texas state fund.

State-Formulated Plans

As we have indicated above, the escrow funds designated for second-stage distribution to the States of Texas and Oklahoma will be disbursed upon our approval of a state-formulated plan for spending this money. The plans should meet the general restitutionary objective of benefiting the class of persons who were injured by the violations—consumers of propane, butane, No. 2 fuel and motor gasoline. The plans will be scrutinized to ensure that administrative costs will be minimized. The refunds must not be used as a substitute for state funds to implement projects or programs which would be funded regardless of this distribution. In other words, the money distributed to Texas and Oklahoma should be used to supplement, not supplant, any state or federal funds which are already budgeted for those purposes. Each program must be implemented within a reasonable period following receipt of the funds. After implementation of the plan, the states should certify that the funds were spent in accordance with the approved plans.

Following the broad guidelines discussed above the plans that Texas and Oklahoma submit should include the following information: (1) a description of the programs to be funded; (2) the timeframe for implementation of the programs; (3) a statement explaining whether each program is an enlargement of an existing program or a new project; (4) an explanation of the manner in which consumers of the products covered by the consent orders will benefit from the programs; (5) a statement certifying that the submitting agency or office has authority under state law to submit the plan; and (6) a statement committing the agency or office responsible for administering the plan to filing with the OHA a post-plan report, which will include a certification that the funds were spent in accordance with the DOE-approved plan.

Finally, to assist the States of Texas and Oklahoma in formulating a suitable distribution plan, we can suggest the following types of programs which would provide restitutionary benefits to consumers of the products covered by the four firms' consent orders:

(1) Maintenance or repair of state highways and bridges;

(2) Energy conservation or energy research programs directed toward residential, agricultural and commerical users of the covered products;

(3) Grant or loan programs for weatherization or other energy conservation equipment.

To the extent that benefits will be derived by the class of persons who are users of the covered products the funds may be used to augment various federal energy-related programs already implemented for these purposes. The above list is by no means exhaustive, and the states are free to select any appropriate energy-related project or program, so long as the funds will be spent in a manner which satisfies the restitutionary objectives of this special refund proceeding.

The following procedures will govern the processing of the states' shares of the second-stage refund money in this proceeding. The States of Texas and Oklahoma should submit a plan to spend their share of the four firms' funds. If approved, we will direct disbursement of the escrow funds. The states will be required to submit a post-plan report when the project(s) is completed. Copies of the plan and the post-plan reports will be available for public inspection in the Public Docket Room of the Office of Hearings and Appeals, Room 1111, 12th Street and Pennsylvania Avenue, N.W., Washington, D.C.

It Is Therefore Ordered That:

(1) The State of Texas shall be apportioned:

(a) 82.13 percent of the Worldwide Energy escrow fund ($40,572) plus accrued interest;

(b) 100 percent of the Loveladdy Oil Company escrow fund ($25,000) plus accrued interest;

[1] These calculations are based upon "Attachment A" to the November 26, 1979 Notice of Probable Violation issued to Central States and upon sales information provided by Worldwide.

(c) 100 percent of the Gas Engine and Compressor Service escrow fund ($51,400) plus accrued interest; and

(d) 100 percent of the Fagadau Energy Corporation escrow fund ($83,985) plus accrued interest.

(2) The State of Oklahoma shall be apportioned 17.87 percent of the Worldwide Energy Corporation escrow fund ($8,828) plus accrued interest.

(3) Payment to the states of the amounts set forth in paragraphs (1) and (2) will be made after approval by the Office of Hearings and Appeals of a plan submitted by the states which will benefit probable injured parties within the state and which conforms with the guidelines set forth in the foregoing Decision.

(4) This is a final order of the Department of Energy.

Dated May 27, 1983.

Richard W. Dugan,

Acting Director Office of Hearings and Appeals.

[FR Doc. 83-15012 Filed 6-3-83; 8:45 am]

BILLING CODE 6450-01-M

ENVIRONMENTAL PROTECTION AGENCY

[ER-FRL-2375-6]

Availability of Environmental Impact Statements Filed May 23 Through May 27, 1983

RESPONSIBLE AGENCY: Office of Federal Activities, general information (202) 382-5075 or 382-5076.

US Army Corps of Engineers:
- EIS No. 830277, Draft, COE, OH, Reno Beach-Howard Farms Flood Protection Project, Lucas County, Due: July 28, 1983
- EIS No. 830203, Final, COE, AK, St. Paul Island Small Boat Harbor, Construction, Bering Sea, Due: July 5, 1983
- EIS No. 830285, FSuppl, COE, CA, Sacramento River Bank Stabilization, Butte, Glenn and Teham Counties, Due: July 5, 1983

Department of Energy:
- EIS No. 830286, Final, DOE, MA, Mt. Tom Generating Station Unit 1, Coal Conversion, Hampden County, Due: July 5, 1983

Department of the Interior:
- EIS No. 830279, Draft, BLM, WY, Salt Wells-Pilot Butte Resource Area Livestock Grazing Mgmt. Program, Due: July 31, 1983
- EIS No. 830287, Draft, BLM, NV, Shoshone-Eureka Resource Area, Resource Mgmt., Lander/Eureka/Nye Cos., Due: July 18, 1983
- EIS No. 830288, Draft, BLM, CA, North Central California, WSAs, Timbered Crater & Lava, Designation, Due: Sept. 1, 1983

Department of Transportation:
- EIS No. 830278, Draft, FHW, WV, North Valley Dr./WV-16 Widening, County Rd. 6 to US 19/21, Raleigh Co., Due: July 18, 1983
- EIS No. 830280, Draft, FHW, OR, Chambers Connector Const., River Rd to 6th/7th Ave. Couplet, Lane Co., Due: July 7, 1983

Department of Housing and Urban Development:
- EIS No. 830281, Final, HUD, IL, Butterfield Development, Mortgage Insurance, DuPage County, Due: July 5, 1983
- EIS No. 830284, Final, HUD, WY, Elkhorn Valley Development, Mortgage Insurance, Natrona County, Due: July 5, 1983

Department of Agriculture:
- EIS No. 830282, Final, SCS, NB, Wolf-Wildcat Creeks Watershed Flood Protection Plan, Gage/Pawnee Cos., Due: July 5, 1983
- EIS No. 830283, Final, AFS, CO., Homestake Phase II Project, Water Diversion, White River, Eagle Co., Due: July 5, 1983

Amended Notices:
- EIS No. 830258, Final, UMT, CA, Muni J Line Connection Project, San Francisco County, Published FR 05/20/83—Incorrect agency, Due: June 20, 1983
- EIS No. 830253, Draft, FWS, AR, Cache River Basin Waterfowl Habitat Preservation, Published FR 05/20/83—Review extended, Due: Aug. 15, 1983

Dated: May 31, 1983.

Pasquale A. Alberico,

Acting Director, Office of Federal Activities.

[FR Doc. 83-14991 Filed 6-3-83; 8:45 am]

BILLING CODE 6560-50-M

FEDERAL EMERGENCY MANAGEMENT AGENCY

[FEMA-679-DR]

Louisiana; Amendment to Notice of Major-Disaster Declaration

AGENCY: Federal Emergency Management Agency.

ACTION: Notice.

SUMMARY: This notice amends the Notice of a major disaster for the State of Louisiana (FEMA-679-DR), dated April 20, 1983, and related determinations.

DATED: May 25, 1983.

FOR FURTHER INFORMATION CONTACT: Sewall H. E. Johnson, Disaster Assistance Programs, Federal Emergency Management Agency, Washington, D.C. 20472 (202) 287-0501.

SUPPLEMENTARY INFORMATION: The notice of a major disaster for the State of Louisiana dated April 20, 1983, is hereby amended to include the following areas among those areas determined to have been adversely affected by the catastrophe declared a major disaster by the President in his declaration of April 20, 1983.

East Baton Rouge Parish for Public Assistance.

In addition to Individual Assistance, East Feliciana Parish is also designated eligible for Federal assistance to disaster-damaged public schools under Pub. L. 81-815 and Pub. L. 81-874, as appropriate.

(Catalog of Federal Domestic Assistance No. 83.516, Disaster Assistance)

Dave McLoughlin,

Deputy Associate Director, State and Local Programs and Support, Federal Emergency Management Agency.

[FR Doc. 83-15049 Filed 6-3-83; 8:45 am]

BILLING CODE 6718-02-M

National Emergency Training Center, Board of Visitors for the National Fire Academy; Open Meeting

In accordance with Section 10(a)(2) of the Federal Advisory Committee Act (Pub. L. 92-463), announcement is made of the following committee meeting:

Name: Board of Visitors for the National Fire Academy.

Dates of Meeting: June 29-30, 1983.

Place: National Fire Academy, Emmitsburg, MD.

Time: 9:00 a.m. to 5:00 p.m.

Proposed Agenda: June 29-30: Reviewing FY 84 Operating Plan and Multi-Year Plan.

The meeting will be open to the public with approximately 20 seats available on a first-come, first-serve basis. Members of the general public who plan to attend the meeting should contact Mr. Joseph Donovan, Superintendent, National Fire Academy, 16825 South Seton Avenue, Emmitsburg, MD 21727 (telephone number 301-447-6771) on or before June 12, 1983.

Minutes of the meeting will be prepared by the Board and will be available for public viewing in the Associate Director's Office, Building N, National Emergency Training Center, Emmitsburg, MD. Copies of the minutes will be available upon request 30 days after the meeting.

Dated: May 25, 1983.

Joseph L. Donovan,

Superintendent, National Fire Academy.

[FR Doc. 83-15050 Filed 6-3-83; 8:45 am]

BILLING CODE 6718-01-M

FEDERAL MARITIME COMMISSION

[Independent Ocean Freight Forwarder License No. 2602]

Andrew Buchanan Rogers; Order of Revocation

Section 44(c), Shipping Act, 1916, provides that no independent ocean freight forwarder license shall remain in force unless a valid bond is in effect and on file with the Commission. Rule 510.15(d) of Federal Maritime Commission General Order 4 further

provides that a license shall be automatically revoked for failure of a licensee to maintain a valid bond on file.

The bond issued in favor of Andrew Buchanan Rogers, 217 Forest Trail, Isle of Palms, South Carolina 29451 was cancelled effective May 15, 1983.

By letter dated April 25, 1983, Andrew Buchanan Rogers was advised by the Federal Maritime Commission that Independent Ocean Freight Forwarder License No. 2602 would be automatically revoked unless a valid surety bond was filed with the Commission.

Andrew Buchanan Rogers has failed to furnish a valid bond.

By virtue of authority vested in me by the Federal Maritime Commission as set forth in Manual of Orders, Commission Order No. 1 (Revised), § 10.01(f) dated November 12, 1981;

Notice is hereby given, that Independent Ocean Freight Forwarder License No. 2602 be and is hereby revoked effective May 15, 1983.

It is ordered, that Independent Ocean Freight Forwarder License No. 2602 issued to Andrew Buchanan Rogers be returned to the Commission for cancellation.

It is further ordered, that a copy of this Order be published in the **Federal Register** and served upon Andrew Buchanan Rogers.

Albert J. Klingel, Jr.,

Director, Bureau of Certification and Licensing.

[FR Doc. 83-15089 Filed 6-3-83; 8:45 am]

BILLING CODE 6730-01-M

Independent Ocean Freight Forwarder License; Applicants

Notice is hereby given that the following applicants have filed with the Federal Maritime Commission applications for licenses as independent ocean freight forwarders pursuant to section 44(a) of the Shipping Act, 1916 (75 Stat. 522 and 46 U.S.C. 841(c)).

Persons knowing of any reason why any of the following applicants should not receive a license are requested to communicate with the Commission, Washington, D.C. 20573.

Starboard Group, Inc., 1141 Caspian Avenue, Long Beach, CA 90813. Officers: Sabrina A. Mason, President, Lucien Deret, Vice President; Jean Luc Berne, Secretary

Hana Corporation, 150 Broadway, No. 714, New York, NY 10038. Officers: Kyung T. Han, President/Director, Su Wan Choi, Director; Margaret McGovern, Dirctor, Rennie J. Day, Director

B.V.T. America, Incorporated, 2260-K Landmeier Road, Elk Grove Village, IL 60007. Officers: Jim van Leenen, President/Director, Leslie G. Etters, Jr., Vice President, C.J.P. van Veen, Director.

Dated: June 1, 1983.

By the Federal Maritime Commission.

Francis C. Hurney,

Secretary.

[FR Doc. 83-15085 Filed 6-3-83; 8:45 am]

BILLING CODE 6730-01-M

[Independent Ocean Freight Forwarder License No. 2184]

Kronos International Shippers, Inc.; Order of Revocation

Section 44(c), Shipping Act, 1916, provides that no independent ocean freight forwarder license shall remain in force unless a valid bond is in effect and on file with the Commission. Rule 510.15(d) of Federal Maritime Commission General Order 4 further provides that a license shall be automatically revoked for failure of a licensee to maintain a valid bond on file.

The bond issued in favor of Kronos International Shippers, Inc. was cancelled effective May 22, 1983.

By letter dated April 29, 1983, Kronos International Shippers, Inc. was advised by the Federal Maritime Commission that Independent Ocean Freight Forwarder License No. 2184 would be automatically revoked unless a valid surety bond was filed with the Commission.

Kronos International Shippers, Inc. has failed to furnish a valid bond.

By virtue of authority vested in me by the Federal Maritime Commission as set forth in Manual of Orders, Commission Order No. 1 (Revised), § 10.01(f) dated November 12, 1981;

Notice is hereby given, that Independent Ocean Freight Forwarder License No. 2184 be and is hereby revoked effective May 22, 1983.

It is ordered, that Independent Ocean Freight Forwarder License No. 2184 issued to Kronos International Shippers, Inc. be returned to the Commission for cancellation.

It is further ordered, that a copy of this Order be published in the **Federal Register** and served upon Kronos International Shippers, Inc.

Albert J. Klingel, Jr.,

Director, Bureau of Certification and Licensing.

[FR Doc. 83-15087 Filed 6-3-83; 8:45 am]

BILLING CODE 6730-01-M

[Independent Ocean Freight Forwarder License No. 1913-R]

Miami Lakes International Freight (Gladys C. Moreno, dba); Order of Revocation

Section 44(c), Shipping Act, 1916, provides that no independent ocean freight forwarder license shall remain in force unless a valid bond is in effect and on file with the Commission. Rule 510.15(d) of Federal Maritime Commission General Order 4 further provides that a license shall be automatically revoked for failure of a licensee to maintain a valid bond on file.

The bond issued in favor of Miami Lakes International Freight (Gladys C. Moreno, dba), 5901 N.W. 151st Street, Bay A, Miami Lakes, FL 33014 was cancelled effective May 14, 1983.

By letter dated April 18, 1983, Miami Lakes International Freight (Gladys C. Moreno, dba) was advised by the Federal Maritime Commission that Independent Ocean Freight Forwarder License No. 1913-R would be automatically revoked unless a valid surety bond was filed with the Commission.

Miami Lakes International Freight (Gladys C. Moreno, dba) has failed to furnish a valid bond.

By virtue of authority vested in me by the Federal Maritime Commission as set forth in Manual of Orders, Commission Order No. 1 (Revised), § 10.01(f) dated November 12, 1981;

Notice is hereby given, that Independent Ocean Freight Forwarder License No. 1913-R be and is hereby revoked effective May 14, 1983.

It is ordered, that Independent Ocean Freight Forwarder License No. 1913-R issued to Miami Lakes International Freight (Glayds C. Moreno, dba) be returned to the Commission for cancellation.

It is further ordered, that a copy of this Order be published in the **Federal Register** and served upon Miami Lakes International Freight (Gladys C. Moreno, dba).

Albert J. Klingel, Jr.,

Director, Bureau of Certification and Licensing.

[FR Doc. 83-15086 Filed 6-3-83; 8:45 am]

BILLING CODE 6730-01-M

[Independent Ocean Freight Forwarder License No. 2398]

Southern Pacific International, Inc.; Order of Revocation

On April 30, 1983, Southern Pacific International, Inc., One Market Plaza, Southern Pacific Bldg., San Francisco,

CA 94105 requested the Commission to revoke its Independent Ocean Freight Forwarder License No. 2398.

Therefore, by virtue of authority vested in me by the Federal Maritime Commission as set forth in Manual of Orders, Commission Order No. 1 (Revised), § 10.01(e) dated November 12, 1981:

It is ordered, that Independent Ocean Freight Forwarder License No. 2398 issued to Southern Pacific International, Inc., be revoked effective April 30, 1983.

It is further ordered, that Independent Ocean Freight Forwarder License No. 2398 issued to Southern Pacific International, Inc. be returned to the Commission for cancellation.

It is further ordered, that a copy of this Order be published in the **Federal Register** and served upon Southern Pacific International, Inc.

Albert J. Klingel, Jr.

Director, Bureau of Certification and Licensing.

[FR Doc. 83-15088 Filed 6-3-83; 8:45 am]

BILLING CODE 6730-01-M

GENERAL SERVICES ADMINISTRATION

Travel Expenses; Report on the Cost of Travel and the Operation of Privately Owned Vehicles

The Travel Expense Amendments Act of 1975 (Pub. L. 94-22, May 19, 1975) requires the periodic investigation of the cost of travel and the operation of privately owned vehicles (automobiles, motorcycles, and airplanes) to employees while engaged on official business. Further the Act requires that the results of these investigations be reported to the Congress and published in the **Federal Register**.

Publication of the following report is in compliance with the requirements of the Act.

Dated: May 9, 1983.

Ray Kline,

Acting Administrator of General Services.

Report to Congress

The General Services Administration has concluded the investigation of the cost of travel and the cost of operating privately owned automobiles, airplanes, and motorcycles. We have identified the costs and consulted with representatives of employee organizations, the General Accounting Office, and the Departments of Defense and Transportation.

Based on the results of the current investigations, we are reporting our determination that a per diem allowance of $63 would be necessary to adequately compensate Government travelers. We can take no administrative action to increase the per diem rate, however, since the current allowance is already at the statutory maximum of $50.

The investigations also show that the costs have increased in a majority of the 158 existing high rate geographical areas (HRGA's) (enclosure 1). Travel expenses in HRGA's are reimbursed on an actual expense basis subject to a statutory maximum of $75 per day. Reimbursement rates in 52 of the existing HRGA's are already at the $75 statutory maximum level and cannot be increased until legislation is enacted to provide for further increases. Subsistence costs in these 52 areas range from $75.85 to a high of $157.40 in New York City. Reimbursement rates in the other 106 existing HRGA's are currently under the $75 statutory maximum. The administratively set rate in 18 of these areas is adequate and no change is required; 84 areas require an increase to the level of cost reported in our study. Subsistence costs in the remaining four areas range from $75.60 to $77.10; thus an increase in the reimbursement rates for those areas is restricted to the $75 statutory maximum.

Additionally, the investigations reveal that 23 new locations (enclosure 2) qualify for designation as HRGA's. To qualfiy as an HRGA, an area's subsistence cost (rounded to the nearest dollar) must exceed the maximum per diem by 10 percent or more. Based on a $50 maximum per diem, the minimum qualifying cost for HRGA status is $55. Current subsistence costs in the 23 areas range from $54.85 to over $75 per day.

Designation of these additional HRGA's brings to 181 the total number of HRGA's within the conterminous United States. We will issue the regulations necessary to so designate these additional localities and to increase the amounts allowed in 88 of the localities already designated as HRGA's. As indicated above, however, the current $75 statutory maximum for actual subsistence expense reimbursement is not adequate to cover travel expenses incurred in all areas. The subsistence cost actually exceeds the statutory maximum in 57 of the 181 areas.

With respect to privatedly owned vehicles (POV's) used on official Government business our investigations reveal that the average cost per mile for operating an automobile is 20.5 cents; for a motorcycle is 25.0 cents; and for an airplane is 63.0 cents. We will issue regulations to increase the automobile mileage rate to 20.5 cents, currently an adequate level of reimbursement. The current allowances for motorcycles (20 cents per mile) and airplanes (45 cents per mile), however, are at their respective statutory maximums and cannot be administratively increased.

As noted above, GSA's flexibility in adjusting the POV and subsistence allowances is limited to adjusting the automobile mileage allowance and certain HRGA's rates. Legislative action would be required to allow GSA to administratively adjust all of the allowance rates to levels which adequately cover the costs.

This report on the costs of travel and the operation of privately owned vehicles will be published in the **Federal Register.** The governing regulations will be amended within 30 days to reflect the subsistence and mileage allowance changes discussed above.

EXISTING HIGH RATE GEOGRAPHICAL AREA (HRGA) ALLOWANCE CHANGES

HRGA	Current rate	Current cost	Proposed maximum rate
1. Akron, OH	$59	$61.15	$61
2. Albany, NY	70	74.40	74
3. Albuquerque, NM	67	73.10	73
4. Amarillo, TX	58	61.05	61
5. Annapolis, MD	62	65.90	66
6. Ann Arbor, MI	64	68.30	68
7. Asheville, NC	60	77.10	*75
8. Aspen, CO:			
(May 1-Oct. 31, incl.)	75	77.85	*75
(Nov. 1-Apr. 30, incl.)	75	87.55	*75
9. Atlanta, GA	75	86.65	*75
10. Atlantic City, NJ	75	108.85	*75
11. Austin, TX	75	81.00	*75
12. Baltimore, MD	75	86.95	*75
13. Baton Rouge, LA	72	75.30	75
14. Beaumont, TX	55	57.50	58
15. Birmingham, AL	64	66.75	67
16. Bismarck, ND	60	61.10	61
17. Boise, ID	62	63.40	63
18. Boston, MA	75	109.60	*75
19. Boulder, CO	70	71.35	71
20. Bridgeport, CT	65	75.05	75
21. Brownsville, TX	58	60.40	60
22. Buffalo/Niagara Falls, NY	66	72.55	73
23. Burlington, VT	61	65.65	66
24. Camden, NJ	64	67.15	67
25. Casper, WY	63	69.25	69
26. Charleston, SC	64	66.20	66
27. Charleston, WV	63	68.00	68
28. Charlotte, NC	62	65.45	65
29. Chester, PA	55	59.20	59
30. Cheyenne, WY	62	61.95	62
31. Chicago, IL	75	116.70	*75
32. Cincinnati/Evendale, OH	72	76.70	*75
33. Cleveland, OH	75	82.95	*75
34. Coatesville/Valley Forge, PA	75	83.40	*75
35. Cocoa Beach, FL	65	65.00	65
36. Columbia, SC	63	64.95	65
37. Columbus, OH	66	71.30	71
38. Corpus Christi, TX	69	74.60	75
39. Covington, KY	59	62.00	62
40. Dallas/Fort Worth, TX	75	106.50	*75
41. Dayton, OH	67	73.55	74
42. Denver, CO	75	92.45	*75
43. Des Moines, IA	60	62.10	62
44. Detroit, MI	75	91.00	*75
45. Dover, NJ	68	75.60	*75
46. Duluth, MN	62	63.40	63
47. Durango, CO	60	64.51	65
48. Eatontown, NJ	75	82.10	*75
49. Edison, NJ	75	75.85	*75
50. El Paso, TX	72	72.40	72
51. Fort Lauderdale, FL	70	70.95	71
52. Fort Walton Beach, FL:			
(May 1-Labor Day, incl.)	55	78.75	*75

EXISTING HIGH RATE GEOGRAPHICAL AREA (HRGA) ALLOWANCE CHANGES—Continued

HRGA	Current rate	Current cost	Proposed maximum rate
(After Labor Day–Apr. 30, incl.)	55	55.40	55
53. Fort Wayne, IN	65	67.05	67
54. Fresno, CA	70	72.30	72
55. Galveston, TX:			
(Memorial Day–Labor Day, incl.)	68	93.70	[1] 75
(All other times)	68	68.05	68
56. Gary, IN	62	64.95	65
57. Glenwood Springs, CO	64	68.96	69
58. Grand Junction, CO	58	62.90	63
59. Grand Rapids, MI	66	65.90	66
60. Harrisburg, PA	75	79.60	[1] 75
61. Hartford, CT	75	82.10	[1] 75
62. Hilton Head, SC:			
(Mar. 1–Nov. 30, incl.)	75	110.55	[1] 75
(Dec. 1–Feb. 29, incl.)	75	81.65	[1] 75
63. Houston, TX	75	99.95	[1] 75
64. Huntsville, AL	61	63.35	63
65. Hyannis, MA:			
(Jun. 1–Labor Day, incl.)	56	79.85	[1] 75
(After Labor Day–May 31, incl.)	56	56.40	56
66. Indianapolis, IN	74	76.90	[1] 75
67. Jackson, MS	62	63.30	63
68. Jacksonville, FL	62	67.65	68
69. Kalamazoo, MI	60	61.60	62
70. Kansas City, MO/KS	75	92.15	[1] 75
71. King of Prussia/Fort Washington, PA	75	81.05	[1] 75
72. Knoxville/Oak Ridge, TN:			
(May 1, 1982–Oct. 31, 1982, incl.)	75	84.70	[1] 75
(On and after Nov. 1, 1982)	58	57.60	58
73. Lake Charles, LA	61	62.85	63
74. Lake Placid, NY:			
(Jun. 1–Labor Day, incl.)	73	81.15	[1] 75
(After Labor Day–May 31, incl.)	73	72.65	73
75. Las Vegas, NV	75	93.25	[1] 75
76. Lexington, KY	70	73.45	73
77. Little Rock, AR	60	64.45	64
78. Los Angeles, CA	75	115.70	[1] 75
79. Louisville, KY/Charlestown, IN	73	73.85	74
80. Lubbock, TX	57	58.30	58
81. Madison, WI	67	67.00	67
82. Manassas, VA	56	60.50	61
83. Manchester, NH	67	58.90	69
84. Martha's Vineyard/Nantucket, MA:			
(Jun. 1–Labor Day, incl.)	68	99.80	[1] 75
(After Labor Day–May 31, incl.)	68	67.90	68
85. Memphis, TN	70	72.90	73
86. Miami, FL	75	91.00	[1] 75
87. Milwaukee, WI	75	78.75	[1] 75
88. Minneapolis/St. Paul, MN	75	83.15	[1] 75
89. Mobile, AL	57	61.55	62
90. Monterey, CA:			
(May 1–Oct. 31, incl.)	75	89.40	[1] 75
(Nov. 1–Apr. 30, incl.)	75	76.80	[1] 75
91. Nashville, TN	68	69.05	69
92. Newark, NJ	75	92.50	[1] 75
93. New Bedford, MA	68	68.65	69
94. New Haven, CT	75	79.95	[1] 75
95. New London/Groton, CT:			
(Apr. 1–Oct. 31, incl.)	61	71.50	72
(Nov. 1–Mar. 31, incl.)	61	60.90	61
96. New Orleans, LA	75	99.25	[1] 75
97. Newport, RI:			
(May 1–Oct. 31, incl.	71	92.50	[1] 75
(Nov. 1–Apr. 30, incl.)	71	71.00	71
98. New York, NY:			
Manhattan only	75	157.40	[1] 75
Other than Manhattan	75	109.05	[1] 75
99. Norfolk, VA	70	74.25	74
100. Ocean City, MD	75	82.67	[1] 75
101. Oklahoma City, OK	64	66.50	67
102. Omaha, NE	64	67.05	67
103. Orlando, FL	65	68.70	69
104. Palm Springs, CA:			
(Jul. 1–Nov. 30, incl.)	75	73.05	73
(Dec. 1–Jun. 30, incl.)	75	83.95	[1] 75
105. Philadelphia/Bala Cynwyd, PA	75	97.25	[1] 75
106. Phoenix/Scottsdale, AZ	65	70.35	70

EXISTING HIGH RATE GEOGRAPHICAL AREA (HRGA) ALLOWANCE CHANGES—Continued

HRGA	Current rate	Current cost	Proposed maximum rate
107. Pittsburgh/Monroeville, PA	75	90.10	[1] 75
108. Pittsfield, MA	61	66.45	66
109. Pontiac, MI	65	65.60	66
110. Portland, ME	71	71.85	72
111. Portland, OR	71	73.40	73
112. Princeton/Trenton, NJ	75	80.50	[1] 75
113. Providence, RI	75	77.30	[1] 75
114. Raleigh, NC	65	69.65	70
115. Reading, PA	56	57.90	58
116. Richmond, VA	62	65.35	65
117. Roanoke, VA	58	59.40	59
118. Rochester, NY	75	85.60	[1] 75
119. Rockford, IL	55	57.90	58
120. St. Louis, MO	75	85.45	[1] 75
121. Sacramento, CA	75	79.25	[1] 75
122. Saginaw, MI	60	63.05	63
123. Salisbury, MD	63	67.68	68
124. Salt Lake City, UT	75	77.65	[1] 75
125. San Antonio, TX	75	82.95	[1] 75
126. San Diego, CA	75	103.50	[1] 75
127. San Francisco/Oakland, CA	75	124.00	[1] 75
128. San Jose, CA	75	84.50	[1] 75
129. San Luis Obispo, CA:			
(May 1–Oct. 31, incl.)	64	70.45	70
(Nov. 1–Apr. 30, incl.)	64	64.40	64
130. San Mateo, CA	67	69.05	69
131. Santa Barbara, CA	75	91.95	[1] 75
132. Santa Cruz, CA:			
(May 1–Oct. 31, incl.)	68	80.10	[1] 75
(Nov. 1–Apr. 30, incl.)	68	67.50	68
133. Santa Fe, NM:			
(Jun. 1–Oct. 31, incl.)	71	93.15	[1] 75
(Nov. 1–May 31, incl.)	71	71.20	71
134. Sarasota, FL	57	57.70	58
135. Savannah, GA	56	59.60	60
136. Seattle, WA	75	93.20	[1] 75
137. South Bend, IN	62	64.45	64
138. Spokane, WA	68	68.30	68
139. Springfield, ILL	59	62.05	62
140. Springfield, MA	63	64.90	65
141. Syracuse, NY	75	77.75	[1] 75
142. Tacoma, WA	57	60.90	61
143. Tampa/St. Petersburg, FL	75	85.35	[1] 75
144. Toledo, OH	67	69.60	70
145. Tom's River, NJ	68	69.45	69
146. Tucson, AZ	71	71.35	71
147. Tulsa, OK	75	83.10	[1] 75
48. Vail, CO:			
(May 1–Nov. 30, incl.)	75	88.40	[1] 75
(Dec. 1–Apr. 30, incl.)	75	133.90	[1] 75
149. Vallejo, CA	63	68.02	68
150. Warren, MI	66	67.50	68
151. Washington, DC	75	143.15	[1] 75
152. West Palm Beach, FL	59	60.40	60
153. West Point, NY	61	61.55	62
154. Wichita, KS	71	74.45	74
155. Williamsburg, VA:			
(Apr. 1–Oct. 31, incl.)	65	83.05	[1] 75
(Nov. 1–Mar. 31, incl.)	65	64.60	65
156. Wilmington, DE	75	81.30	[1] 75
157. Worcester, MA	63	66.70	67
158. York, PA	59	62.85	63

[1] Although the subsistence costs exceed $75 per day, the daily allowance cannot exceed the statutory maximum of $75.

NEW AREAS WHICH QUALIFY FOR DESIGNATION AS HRGA'S

HRGA	Current cost	Proposed maximum rate
1. Albany, GA	$56.05	$56
2. Cape May, NJ	80.40	[1] 75
3. Carson City, NV	54.85	55
4. Chattanooga, TN	59.10	59
5. Colorado Springs, CO	61.15	61
6. Durham, NC	55.10	55
7. Erie, PA	55.27	55
8. Gainesville, FL	55.90	56
9. Great Falls, MT	56.00	56

NEW AREAS WHICH QUALIFY FOR DESIGNATION AS HRGA'S—Continued

HRGA	Current cost	Proposed maximum rate
10. Gulfport, MS	61.85	62
11. Lafayette, LA	65.35	65
12. Lincoln, NE	55.25	55
13. Page, AZ	59.65	60
14. Panama City, FL	70.90	71
15. Pensacola, FL	59.85	60
16. Portsmouth, NH	62.55	63
17. Rapid City, SD	64.65	65
18. Reno, NV	60.05	60
19. Rock Springs, WY	63.28	63
20. Sioux Falls, SD	59.15	59
21. Springfield, MO	57.30	57
22. Tallahassee, FL	57.25	57
23. Yuma, AZ	54.90	55

[1] The subsistence cost for this area exceeds $75 per day; however, the daily allowance cannot exceed the statutory maximum rate of $75.

[FR Doc. 83-15052 Filed 6-3-83; 8:45 am]

BILLING CODE 6820-AM-M

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Health Resources and Services Administration

Options for Eligibility Criteria for Beneficiaries Served by the Indian Health Service

AGENCY: Health Resources and Services Administration, HHS.

ACTION: Options for Eligibility Criteria for Beneficiaries Served by the Indian Health Service (IHS).

SUMMARY: The notice sets forth a discussion of major approaches under consideration by the Health Resources and Services Administration (HRSA) for potentially revising current eligiblity criteria for IHS beneficiaries to strengthen the capability of the IHS to manage existing resources.

DATE: Comments should be submitted by July 21, 1983.

ADDRESS: Send comments to: Mr. Rich McCloskey, Director, Office of Legislation and Regulations Services, Indian Health Service, Health Resources and Services Administration, Room 6A-14, Parklawn Building, 5600 Fishers Lane, Rockville, Maryland 20857.

FOR FURTHER INFORMATION CONTACT: Mr. Rich McCloskey, Director, Office of Legislation and Regulations Services, HRSA, 301/443-1116.

SUPPLEMENTARY INFORMATION: The Indian Health Service (IHS) provides a range of health care services to Indians and Alaska Natives directly or through contracts with tribes and private health organizations. In 1982, the IHS service population consisted of approximately

900,000 persons (64% of the total Indian population in the United States). Direct care services are available to persons who are of Indian descent and who are members of the Indian community served by the local facilities and programs. Contract care services are provided to Indians who are eligible for direct care, live in a designated geographic area adjacent to a reservation and either belong to or maintain close ties with the tribe living on the nearby reservation.

The various special programs established by the Congress to provide health services to the Indian people are based on the constitutional supremacy of the Congress to regulate commerce with the Indian tribes and are a direct outgrowth of treaties and the resulting Federal trust relationship. The IHS program is not an entitlement program, although it is generally viewed by the Indian community as an obligation of the Federal Government.

As citizens of the United States and of the States in which they reside, Indians are eligible for Federal, State, and local programs on the same basis as other citizens regardless of their membership in a federally recognized tribe or eligibility for a program based on their status as an Indian.

The IHS and HRSA are presently engaged in a review of potential approaches for strenghening the management and allocation of IHS resources to most effectively serve program beneficiaries. The objective is to maximize the use of existing and potential resources for addressing the needs of the IHS program population. The matter of eligibility criteria for IHS program beneficiaries represents a major element among the considerations under review.

The basic authority for IHS to provide services to Indians is the Snyder Act of 1921 which authorizes the expenditure of funds "for relief of distress and conservation of health" of "Indians throughout the United States." The Snyder Act does not define Indians. The IHS regulations, however, restrict services to certain categories within the overall class of eligible Indians.

The current IHS regulations for basic Indian eligibility (42 CFR 36.12(a)) were published in 1956 and read in relevant part: "Services will be made available, as medically indicated, to persons of Indian descent belonging to the Indian community served by the local facilities and program. . . ." Separate regulations were developed for Contract Health Services (42 CFR 36.22) which require applicants who do not reside on a reservation to meet addditional eligibility requirements including residing within a contract health service delivery area.

These requirements may or may not be the most effective approaches to managing the delivery of health care services to Indians. Therefore, the present management review addresses the matters of both basic program eligibility and residency within a service area.

I. Basic Program Eligibility—Alternatives

The current IHS regulations for basic Indian eligibility (42 CFR 36.12(a)) now limit services to certain categories within the overall class of eligible Indians. Generally, Congress has restricted appropriations under the Snyder Act to Indians on or near a reservation. However, being eligible as an Indian under the Snyder Act is not the same as an eligible Indian meeting the participation requirements of a program established under the authority of the Synder Act. For example, a full-blooded member of a federally recognized tribe living in an eastern city does not mean the person meets residency requirements for a particular program.

Tribal membership, on the other hand, is currently only one of a number of indices which can be used to determine if an individual is considered an Indian by the Indian community in which he lives. It is the belonging to an Indian community served by IHS that now defines who among Snyder Act Indians may receive services.

At this time, HRSA is considering various options regarding the matter of basic program eligibility. These include:

- Continue current practice. Under this option, eligibility for IHS services would continue to be based on the current regulations. Direct care services would be available to persons who are of Indian descent and who are members of the Indian community served by the local facilities and program. Contract care would be provided to Indians who are eligible for direct care, live in a designated geographic area adjacent to a reservation and either belong to or maintain close ties with the tribe living on the nearby reservation.
- Permit tribal governments to establish their own criteria for health services eligibility. This option would allow tribes to set their own requirements for determining who should receive federally-funded health services. To insure that tribes would receive a fair and equitable share of available health resources, this option might require separate critera for the allocation of IHS funds as opposed to the receipt of services. A resource allocation method would be needed to distribute IHS resources equitably among tribal populations; tribes could then establish their own criteria for determining who would be eligible for health care paid for with these resources.
- Require only membership in a federally recognized tribe. This would, in effect, adopt the definition of the term "Indian" as used by Congress in Pub. L. 93-638, the Indian Self-Determination Act.
- Require only a minimum blood quantum. Eligibility requiring a specified minimum blood quantum could be based on either the degree of Indian blood or the degree of tribal blood. For implementation purposes, the Bureau of Indian Affairs should be able to provide the necessary determination of an individual's blood quantum.

HRSA is soliciting comments on whether the major options enumerated above represent a complete and appropriate set of alternatives for consideration. HRSA would be interested in the identification of any additional options, including a combination of those already presented, for potential examination.

HRSA is also soliciting comments on a general set of issues that pertain to all of the above options under consideration. Public comment would be most beneficial if directed to each issue set forth below for each of the options being reviewed:

- For each option, are there specific constitutional or other broad legal or philosophical questions that must be considered? To what extent is the thrust of each alternative consistent or inconsistent with Federal legislation?
- For each option, what are the respective implications for Indian self determination, the role and authority of tribal governments, inter-tribal relationships, and existing Federal-Indian relationships and understandings? If negative consequences are envisioned, what steps could be taken to minimize or avoid such an outcome?
- To what extent do these alternative criteria meet or not meet the different historical, legal, and economic circumstances of individual Indian tribes and Alaska Native villages? How might the IHS beneficiary population differ among the respective options? To the extent that major inequities in access to IHS services are envisioned, what parallel actions or policies could be instituted to lessen or avoid such an impact?
- How would the options differ regarding uniformity, objectivity, and

accuracy of final eligibility criteria for services provided by the IHS? What actions should be considered to address any problem areas identified?

• What operational and administrative factors need to be identified that might affect the implementation of each option? What are the implications for administering there respective options resulting from such developments as the greater mobility and mixing of the Indian and non-Indian population and the greater numbers of people claiming Indian descent? What steps might be undertaken to address any problems or constraints identified?

• How would the options vary in their impact upon the complexity, fairness, and effectiveness of the resource allocation procees used by the IHS? Are there critical uncertainties affecting the full implementation of these alternatives? What actions could be considered to address any problems or uncertainties identified?

II. Service Area Residency as a Condition of Eligibility— Alternatives

As mentioned earlier, the Congress has generally appropriated funds to IHS for Snyder Act programs for Indians on or near a reservation. This is reflected in the basic eligibility regulation (42 CFR 36.12(a)) by inclusion of the phrase "served by the local facilities and program." Most IHS facilities and programs are on or near a reservation. It should be noted that in the case of direct services, the IHS policy and practice has been to serve eligible (Snyder Act) Indians who present themselves at IHS facilities to the extent IHS capabilities permit. Notwithstanding the history of appropriations and the existence of the above quoted phrase, the IHS has not established a residency requirement for direct services.

This is not the case with contract health services. As a result of the court decision in *Morton* v. *Ruiz* 94 S.Ct. 1055 et seq., and *Lewis* v. *Weinberger*, 415 F. Supp. 652 et. seq., Contract Health Services regulations were developed which require applicants who do not reside on a funded reservation to meet additional eligibility requirements, including residing within a contract health service delivery area (CHSDA).

Except where specifically spelled out in the regulation (42 CFR 36.22), CHSDAs are established by application of a formula which is termed the county option. The county option delineates the areas which will be considered "on or near" a reservation in terms of the geographic boundaries of any county which includes all or part of a reservation or which has a common boundary with the reservation. The result is the CHSDA.

The county option was not intended to be an irrevocable decision. In fact, it was explained in the preable to the NPRM for the contract care regulations that the county option definition of "on or near the reservation" may be inconsistent with the cultural traditions and social structures of some tribes and their perception of the geographic limits of their Indian communities.

The current IHS regulations, therefore, provide that, after consultation with the appropriate Indian governing bodies and taking into consideration the criteria specified in 42 CFR 36.22, CHSDA's may be redesignated by the Secretary on the basis of concepts other than the county option. Any such redesignation requires the regulation to be amended.

At this time, HRSA is considering various options regarding the matter of service area residency as a condition of eligibility. These include:

• Retain the current system which requires residency only for contract health services. Under this option the IHS would continue to have a residency requirement for contract health services but not for direct care.

• Establish a unified residency service area requirement that applies to both direct and contract health services. This approach would eliminate existing differences in the requirements for direct and contract health services.

• Retain the CHSCA system and establish different service area residency requirement for direct care. This option would institute a policy that "Snyder Act Indians" must reside in the Indian community served by the IHS facility or program.

• Abolish any residency requirement.

HRSA is soliciting comments here as well on whether the options enumerated above represent a complete and appropriate set of alternatives for consideration. HRSA would also be interested in the identification of any additional options for potential examination.

HRSA is also soliciting comments on issues that pertain to all of the above options under consideration. Public comment would be most beneficial if directed to each issue set forth below, as well as to those issues identified earlier for basic program eligibility options that are believed equally germane for the matter of service area residency as a condition of eligibity:

• What are the merits and shortcomings of adopting a unified residency service area requirement for both direct and contract health services?

• To what extent might these options affect the development and implementation of a registration system for IHS program beneficiaries? (A General Notice regarding "Options for Eligibility Verification for IHS Program Beneficiaries" is published in this same issue of the **Federal Register**).

• What are the respective implications of these options for urban and other Indians who may travel to IHS facilities for services? If negative consequences are envisioned, what policies could be taken to minimize or avoid such an outcome?

• How might the options affect the responsibilities of those IHS facilities that currently serve a larger number of Indians that do not reside on or near a reservation and with which they have close social and economic ties?

• What specific politicial, legal, organizational, and economic constraints may be important for each option? What steps could be undertaken to address each of the constraints identified?

It is anticipated that this General Notice will result in detailed comments regarding the options and issues set forth above. In this regard, the Administrator of the Health Resources and Services Administration is especially interested in receiving general and specific comments from American Indian and Alaska Native people and organizations representing them.

Robert Graham,

Administrator, Assistant Surgeon General.

May 29, 1983.

[FR Doc. 83-15003 Filed 6-3-83; 8:45 am]

BILLING CODE 4160-16-M

Options for Eligibility Verification for IHS Program Beneficiaries

AGENCY: Health Resources and Services Administration, HHS.

ACTION: Options for eligibility verification for IHS program beneficiaries.

SUMMARY: The notice sets forth a discussion of major factors under consideration by HRSA for verifying eligibility for IHS program beneficaries to strengthen the capability of the IHS to manage existing resources and to implement the proposed Administration's Fiscal Year 1984 budget for the IHS.

DATES: Comments should be submitted by July 21, 1983.

ADDRESSES: Send comments to: Mr. Rich McCloskey, Director, Office of Legislation and Regulations Services, Indian Health Service, Health Resources and Services Administration, Room 6A-

14, Parklawn Building, 5600 Fishers Lane, Rockville, Maryland 20857.

FOR FURTHER INFORMATION CONTACT: Mr. Rich McCloskey, Director, Office of Legislation and Regulations Services, HRSA, 301/443-1116.

SUPPLEMENTARY INFORMATION: The Indian Health Service (IHS) provides a range of health care services to Indians and Alaska Natives directly or through contracts with tribes and private health organizations. In 1982, the IHS service population consisted of approximately 900,000 persons (64% of the total Indian population in the United States). Direct care services are available to persons who are of Indian descent and who are members of the Indian community served by the local facilities and program. Contract care services are provided to Indians who are eligible for direct care, live in a designated geographic area adjacent to a reservation and either belong to or maintain close ties with the tribe living on the nearby reservation.

The IHS and HRSA are presently engaged in a review of potential approaches for strengthening the management and allocation of IHS resources to most effectively serve program beneficiaries. The intent here is to maximize the use of existing and potential resources for addressing the needs of the IHS program population. This review takes on added importance and urgency given the context of a need to determine how best the President's Fiscal Year 1984 budget submission for the IHS can be implemented. The matter of verifying the eligibility of IHS program beneficiaries represents a major element among the considerations currently under review.

According to the present practice of IHS, an individual applying for services has a medical record established. The medical record contains the information upon which the individual's eligibility was based. Relevant to the issue under consideration, however, the individual does not receive any document attesting to his eligibility, and the method of subsequent verification of eligibility is to check the individual's medical record.

As part of a general management review of the IHS program that includes attention to the matter of eligibility verification, a proposal is being considered to change current practice and institute an IHS registration system of those eligible program beneficiaries who wish to receive services from the IHS. This option would require each IHS beneficiary (current and future) to establish that he or she has met IHS requirements for service.

The review to date has considered a variety of pros and cons regarding the adoption of a registration system versus a continuation of present practice. maintaining the current approach, for example, would clearly be less costly and, at least initially, less disruptive to present operations and service. It is believed that the adoption of a registration system, in contrast, would clearly simplify the current system of verifying eligibilty and allow the IHS to strengthen its capabilities in managing and allocating resources for meeting beneficiary needs.

While the reason for considering an IHS registration system arises from management needs, the HRSA and IHS are acutely aware of a broad set of ethical issues regarding this matter. The concept of a government-sponsored registration system for any identified population group and the specific connection of this concept to existing Federal-Indian relationships are but illustrative of the complex philosophical issues implicit in potentially altering the procedures for eligibility verification.

Preliminary discussions regarding this option have also identified the need to require the inclusion of an appeals system since benefits would be dependent upon a determination that the individual met IHS requirements. Furthermore, these discussions have identified the need to determine an individual identifier for program eligibles that are registered through this system.

In view of the breadth and significance of these considerations under review, the Health Resources and Services Administration is soliciting comments on the matters set forth above. The Administration of the Health Resources and Services Administration is specifically interested in receiving comments from American Indian and Alaska Native people and organizations representing them.

Robert Graham,

Administrator, Assistant Surgeon General.

May 29, 1983.

[FR Doc. 83-15004 Filed 6-3-83; 8:45 am]

BILLING CODE 4160-16-M

National Institutes of Health

Safety and Occupational Health Study Section; Meeting

Pursuant to Pub. L. 92-463, a meeting of the Safety and Occupational Health Study Section, National Institute for Occupational Safety and Health, in conjunction with the Division of Research Grants, will be held on June 20-22, 1983, at the Colonial Manor Motel, 11410 Rockville Pike, Rockville, Maryland 20852.

This meeting will be open to the public on June 20 from approximately 8:30 a.m. to 10:00 a.m., to discuss program policies and issues. Attendance by the public is limited to space available.

In accordance with the provisions set forth in Sections 552b(c)(4) and 552b(c)(6), Title 5, U.S. Code, and Section 10(d) of Pub. L. 92-463, the meeting of the Study Section will be closed to the public from 10:00 a.m. June 20 until adjournment on June 22 for the review, discussion and evaluation of individual grant applications. These applications and the discussions could reveal confidential trade secrets or commercial property such as patentable material, and personal information concerning individuals associated with the applications, the dislosure of which would constitute a clearly unwarranted invasion of personal privacy.

The Grants Inquiries Office, Division of Research Grants, Westwood Building, National Institutes of Health, Bethesda, Maryland 20205, telephone (301) 496-7441, will furnish summaries of the meetings and rosters of committee members.

Dr. John Beisler, Executive Secretary of the Study Section, Westwood Building, Room 3A10, National Institutes of Health, Bethesda, Maryland 20205, telephone (301) 496-6723, will furnish substantive program information.

(Catalog of Federal Domestic Assistance Program Nos. 13.262, Occupational Safety and Health Research Grants, National Institutes of Health, HHS)

Dated: May 20, 1983.

Betty J. Beveridge,

National Institutes of Health Committee Management Officer.

[FR Doc. 83-15009 Filed 6-3-83; 8:45 am]

BILLING CODE 4140-01-M

General Research Support Review Committee; Meeting

Pursuant to Pub. L. 92-463, notice is hereby given of the meeting of the General Research Support Review Committee, Division of Research Resources, July 21-22, 1983 at the National Institutes of Health. The meeting will be held in Conference Room 4, Building 31, 9000 Rockville Pike, Bethesda, Maryland 20205.

This meeting will be open to the public from 9:00 a.m. to approximately 1:30 p.m. on July 21, 1983, to discuss policy matters relating to the Minority Biomedical Research Support Program.

Attendance by the public will be limited to space available.

In accordance with provisions set forth in Sections 552b(c)(4) and 552b(c)(6), Title 5, U.S. Code and Section 10(d) of Pub. L. 92-463, the meeting will be closed to the public on July 21, 1983, from approximately 1:30 p.m. to 5:00 p.m. and on July 22 from 8:30 a.m. to adjournment for the review, discussion and evaluation of individual grant applications submitted to the Minority Biomedical Research Support Program. These applications and discussions could reveal confidential trade secrets or commercial property such as patentable material, and personal information concerning individuals associated with the applications, disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

Mr. James Augustine, Information Officer, Division of Research Resources, National Institutes of Health, Building 31, Room 5B10, Bethesda, Maryland 20205, telephone (301) 496-5545, will provide summaries of meeting and rosters of committee members. Dr. Sidney A. McNairy, Executive Secretary of the General Research Support Review Committee, Building 31, Room 5B-09, Bethesda, Maryland 20205, telephone (301) 496-4390 will furnish substantive program information.

(Catalog of Federal Domestic Assistance Programs No. 13.375, Minority Biomedical Research Support Program, National Institutes of Health)

Dated: May 20, 1983.

Betty J. Beveridge,

NIH Committee Management Officer.

[FR Doc. 83-15010 Filed 6-3-83; 8:45 am]

BILLING CODE 4140-01-M

Public Health Service

Availability of Carcinogenesis Reports on Melamine and Pentachloroethane

The HHS' National Toxicology Program today announces the availability of technical reports on melamine, a chemical used to make polymeric amino resins and thermosetting plastics used in electrical equipment and housewares, and pentachloroethane, a chemical intermediate used to make tetrachloroethylene.

Melamine was fed in the diet to male F344/N rats and male and female $B6C3F_1$ mice at 0, 2,250 and 4,500 ppm and to female rats at 0, 4,500 and 9,000 ppm for 103 weeks. Under the conditions of these carcinogenesis studies, melamine was carcinogenic for male F344/N rats, causing transitional-cell carcinomas in the urinary bladder. With one exception, urinary bladder stones were observed in male rats that had transitional-cell carcinomas. Melamine was not carcinogenic for female F344/N rats or for male and female $B6C3F_1$ mice.

Pentachloroethane was administered in corn oil by gavage at 0, 75 and 150 mg/kg of body weight to F344/N rats and at 0, 250, and 500 mg/kg to $B6C3F_1$ mice for 103 weeks. Under the conditions of these carcinogenesis studies, technical grade pentachloroethane containing 4.2 percent hexachloroethane (a known carcinogen in mice) was not carcinogenic for F344/N rats. Pentachloroethane was nephrotoxic for male rats. The decreased survival of dosed rats might have reduced the sensitivity for a carcinogenic response in this species. Technical grade pentachloroethane was carcinogenic for $B6C3F_1$ mice, causing hepatocellular carcinomas in males and females, and adenomas in females.

Copies of these reports—*Carcinogenesis Bioassay of Melamine in F344/N Rats and $B6C3F_1$ Mice (Feed Study)* (T.R. 245) and *Carcinogenesis Bioassay of Pentachloroethane in F344/N Rats and $B6C3F_1$ Mice (Gavage Study)* (T.R. 232)—are available without charge by writing to: NTP Public Information Office, M.D. B2-04, P.O. Box 12233, Research Triangle Park, NC 27709. Telephone: (919) 541-3991. FTS: 629-3991.

Dated: May 26, 1983.

David P. Rall,

Director.

[FR Doc. 83-15008 Filed 6-3-83; 8:45 am]

BILLING CODE 4140-01-M

Office of the Assistant Secretary for Health; Statement of Organization, Functions, and Delegations of Authority; Correction

In FR Document 83-1496 appearing on pages 2441-2449 in the issue of Wednesday, January 19, 1983, make the following corrections:

1. On page 2441, under the heading Public Health Service and following the preamble paragraph, instructions for making amendments to the Statements for the Mission, Organization, Functions and Delegations of Authority should read:

"Under Part H, Chapter H, Public Health Service, deleted in their entirety Section H-00, Mission, and Section H-10, Organization, and substitute the Mission and Organization below; revise Section H-20, Functions, as stated below:"

2. On page 2442, under *Section HA-10, Office of the Assistant Secretary for Health—Organization*, item (14), Office of Disease Prevention and Health Promotion, should be identified as (HA8);

In the second column under *Office of the Assistant Secretary for Health (HA)* the ninth sentence beginning "ASG supports," should read "ASH supports";

In the last column, the title for the *Office of Refugee Health (ORH)* should read: *"Office of Refugee Health (HAF)"*; the abbreviations in the column following the name of this Office remain as (ORH);

3. On page 2443, under the heading, *PHS Executive Secretariat (HA6)*, item (4), fourth line, change the words "Secretary to ASH" to read "Secretary or ASH";

Delete the paragraph in the middle of the first column that begins, "Under the heading *National Center for Health Services Research (HAT1)*, and substitute the following:

"Under the heading *National Center for Health Services Research (HAT1)*, delete the titles and statements for the office and division level entities only, substitute the following, and add the new *Office of Health Technology Assessment (HAR14)*";

Under the heading *National Center for Health Services Research (HAR)*, item (8), the sixth line should read "services and health care technology";

Under the heading *Office of Program Development (HAR12)*, item (3) should read: "(3) advises the Center Director on the types of projects which should be supported, the projects which should be undertaken by the staff of the Center, and the mechanism to be used for research, demonstrations, and evalution activities to be conducted outside the Center;"

4. On page 2444, in the heading *Division of Intramural Research (HAR5)*, the identifier for the division should be (HAR4);

In the last column before the heading *National Center for Health Statistics (HAS)*, the instructions should read: "Under the heading *National Center for Health Statistics (HAT2)*, delete the titles and statements for the office and division level entities only, substitute the following and add the new *Office of Program Planning, Evaluation and Coordination HAS15:*"

5. On page 2447, under the heading *Division of Analysis (HASE3)*, item (5), should read: "(5) augments the policy analysis activities of OASH;"

6. On page 2448, the title for the *Division of Directives and Authorities Management (HAU25)*, should read *Division of Systems Management and Improvement (HAU25)*.

Dated: May 25, 1983.

Margaret M. Heckler,

Secretary.

[FR Doc. 83-15060 Filed 6-3-83; 8:45 am]

BILLING CODE 4160-17-M

Office of the Secretary

Advisory Council on Social Security Meeting

AGENCY: Office of the Secretary, HHS.

ACTION: Notice of meeting.

SUMMARY: Pursuant to Section 10(a)(2) of Pub. L. 92-463, the Federal Advisory Committee Act, notice is hereby given of meeting of the Advisory Council on Social Security, as established by the Secretary of Health and Human Services in accordance with Section 706 of the Social Security Act, 42 U.S.C. 907.

DATE/ADDRESS: The meeting will be held June 21-22, 1983, from 9:00 a.m. to 4:00 p.m. each day. It will be held in the Hubert H. Humphrey Building, 200 Independence Avenue S.W., Washington, D.C. 20201, in room 703A.

FOR FURTHER INFORMATION CONTACT: Thomas R. Burke, Executive Director, Advisory Council on Social Security, 200 Independence Avenue, S.W., Washington, D.C. 20201; telephone (202) 755-8670/71.

SUPPLEMENTARY INFORMATION: The meeting is open to the public. Attendance will be limited to the space available. Correspondence can be addressed to Advisory Council on Social Security, 200 Independence Avenue, S.W., Washington, D.C. 20201. Suggested issues for future Council deliberation may be submitted to the same address. However, suggestions received after June 24, 1983 will not be considered.

Sign language interpreting services will be provided if requested in advance.

The proposed meeting agenda includes further briefings and discussion on the Medicare program; and such other business as the Chairperson, the Executive Director, or the membership may put before the Council.

A previous meeting of the Advisory Council on Social Security was announced in 48 FR 20804, May 9, 1983.

Records are kept of all Council proceedings and are available for public inspection at the Office of the Administrative Officer, Advisory Council on Social Security, Room 317-H, HHH Building, 200 Independence Avenue, S.W., Washington D.C. 20201.

Thomas R. Burke,

Executive Director.

[FR Doc. 83-15079 Filed 6-3-83; 8:45 am]

BILLING CODE 4150-04-M

DEPARTMENT OF THE INTERIOR

Bureau of Land Management

Notice of Intent to Amend Eastern San Diego County Management Framework Plan

AGENCY: Bureau of Land Management, Interior.

ACTION: Notice of intent.

SUMMARY: Notice is hereby given pursuant to 43 CFR 1600, that the California Desert District is planning to amend the Eastern San Diego County Planning Unit Management Framework Plan (MFP).

DATES: An Environmental Analysis (EA) on the amendment will be completed by summer. A final decision on whether or not to accept the amendments would be made following a 30-day public review of the EA.

SUPPLEMENTARY INFORMATION: The eastern portion of San Diego County is divided into small allotments that are difficult to manage. The current MFP retains these allotments, specifies restrictive grazing seasons for them, and prohibits any prescribed burning in large areas. The proposed amendments rectify these problems. The amendments will be reviewed by an interdisciplinary team representing the following disciplines: Wildlife Biology, Botany, Archaeology, Wilderness, and Range Science.

The Environmental Analysis to be prepared on the amendents will be available for public review and comment for a 30-day period at the offices of the Bureau of Land Management at two locations:

California Desert District, 1695 Spruce Street, Riverside, CA 92507;

El Centro Resource Area, 333 South Waterman, El Centro, CA 92243.

FOR FURTHER INFORMATION CONTACT: Roger Zortman at (619) 352-5842.

H. W. Riecken,

Associate District Manager.

[FR Doc. 83-15057 Filed 6-3-83; 8:45 am]

BILLING CODE 4310-84-M

Moab District Grazing Advisory Board; Meeting

May 26, 1983.

AGENCY: Bureau of Land Management, Interior.

ACTION: Moab District Grazing Advisory Board Meeting.

SUMMARY: Notice is hereby given in accordance with Pub. L. 92-465 that a tour and meeting of the Moab District Grazing Advisory Board will be held June 29, and 30, 1983 in the San Juan Resource Area. The meeting will consist of a tour on the first day in the Beef Basin Area and a meeting at the BLM cabin located in Beef Basin on the second day. San Juan Resource Area Office is located at 480 South 1st West, Monticello, Utah 84535.

The field trip will leave the Resource Area Office at 10:00 a.m., June 29, 1983. BLM will provide transportation to and from Beef Basin and Monticello for board members only; other participants will need to provide their own transportation and meals. The purpose of the tour is to observe recent grazing improvments projects, and the Gibson Dome potential nuclear waste repository site.

The formal Advisory Board meeting will be held at 8:00 a.m. at Beef Basin BLM cabin June 30, 1983.

The Agenda is as follows:

—Review proposed maintenence needs on existing range improvements for FY 84
—Review District range monitoring progress
—Status of the Wilderness Review
—Status on Cooperative Management Agreements
—Discuss Utah Farm Bureau Congressional Inquiry on grazing reductions
—Review of indemity selections made by the State of Utah
—The tour and meeting will end at 2:00 p.m. June 30, 1983 and return to Monticello

All Grazing Advisory Board meetings are open to the public. Interested persons may make oral statements to the Board between 11:00 a.m. and 12:00 noon on June 30, 1983, or file written statements for the Board's consideration. Anyone wishing to make an oral statement must notify the District Manager, Bureau of Land Management, P.O. Box 970, Moab, Utah 84532 by June 24, 1983.

Summary minutes of the Board meeting will be maintained in the District Office and will be available within 30 days following the meeting.

Gene Nodine,

District Manager.

[FR Doc. 83-14989 Filed 6-3-83; 8:45 am]

BILLING CODE 1410-04-M

Minerals Management Service

Outer Continental Shelf; Proposed Lease Offering of Polymetallic Sulfide Minerals in the Gorda Ridge Area; Intent To Prepare an Environmental Impact Statement

AGENCY: Minerals Management Service, Interior.

ACTION: Extension of comment period on the scope of the environmental impact statement and on leasing options.

On March 28, 1983, the Minerals Management Service (MMS) published a Notice of Intent to prepare an environmental impact statement (EIS) on a proposed lease offering of polymetallic sulfide minerals in the Gorda Ridge area on the Outer Continental Shelf offshore of Oregon and California (48 FR 12840, March 28, 1983). The Notice requested comments on the scope of the EIS and on several alternatives and leasing options that MMS is currently considering.

Several respondents to the March 28, 1983, **Federal Register** Notice have requested that the comment period be extended 60 days to allow for more thorough analyses and preparation of comments. The MMS is hereby reopening and extending the comment period.

DATE: Written comments on the scope of the EIS, and leasing options should be submitted to MMS at the address given below. Comments must be received on or before July 26, 1983.

ADDRESSES: Written comments should be submitted to: Jeffrey Zippin, Minerals Management Service, Department of the Interior, Mail Stop 644, 12203 Sunrise Valley Drive, Reston, Virginia 22091, telephone (703) 860-6461.

FOR FURTHER INFORMATION CONTACT: Michael Cruickshank, Minerals Management Service, Department of the Interior, Mail Stop 646, 12203 Sunrise Valley Drive, Reston, Virginia 22091, telephone (703) 860-7571.

Dated: May 31, 1983.

David C. Russell,

Acting Director, Minerals Management Service.

[FR Doc. 83-15044 Filed 6-3-83; 8:45 am]

BILLING CODE 4310-MR-M

INTERNATIONAL TRADE COMMISSION

[Investigation No. 701-TA-184 (Final)]

Frozen Concentrated Orange Juice From Brazil

AGENCY: International Trade Commission.

ACTION: Scheduling of a hearing to be held in connection with the subject investigation.

EFFECTIVE DATE: May 31, 1983.

SUMMARY: The Commission hereby announces the scheduling of a hearing to begin at 10:00 a.m. on June 17, 1983, in connection with the investigation.

FOR FURTHER INFORMATION CONTACT: Mr. David Coombs (202-523-1376), Office of Investigations, U.S. International Trade Commission.

SUPPLEMENTARY INFORMATION:

Background.—On December 16, 1982, the Commission instituted this final countervailing duty investigation involving frozen concentrated orange juice from Brazil (47 FR 58051, December 29, 1982). The Commission suspended the investigation following the signing of a suspension agreement between the Government of Brazil and the Department of Commerce (48 FR 9969, March 9, 1983), but then continued its investigation, effective March 21, 1983, following receipt of a request for continuation by counsel for the Government of Brazil (48 FR 15016, April 6, 1983). On May 31, 1983, the Commission received Commerce's final subsidy determination and, accordingly, must make its final injury determination by July 14, 1983.

Hearing.—The Commission will hold a hearing in connection with this investigation beginning at 10:00 a.m. on June 17, 1983, at the U.S. International Trade Commission Building, 701 E Street, NW., Washington, D.C. 20436. Requests to appear at the hearing should be filed in writing with the Secretary to the Commission not later than the close of business (5:15 p.m.) on June 10, 1983. All persons desiring to appear at the hearing and make oral presentations should file prehearing briefs and attend a prehearing conference to be held at 11:00 a.m. on June 14, 1983, in room 117 of the U.S. International Trade Commission Building. The deadline for filing prehearing briefs in June 13, 1983.

Testimony at the public hearing is governed by section 207.23 of the Commission's rules (19 CFR § 207.23, as amended by 47 FR 33682, Aug. 4, 1982). This rule requires that testimony be limited to a nonconfidential summary and analysis of material contained in prehearing briefs and to information not available at the time the prehearing brief was submitted. All legal arguments, economic analyses, and factual materials relevant to the public hearing should be included in prehearing briefs in accordance with section 207.22 (19 CFR 207.22, as amended by 47 FR 33682, Aug. 4, 1982). Posthearing briefs must conform with the provisions of section 207.24 (19 CFR 207.24) and must be submitted not later than the close of business on June 24, 1983.

Written submissions.—As mentioned, parties to this investigation may file prehearing and posthearing briefs by the dates shown above. In addition, any person who has not entered an appearance as a party to the investigation may submit a written statement of information pertinent to the subject of the investigation on or before June 24, 1983. A signed original and fourteen (14) true copies of each submission must be filed with the Secretary to the Commission in accordance with section 201.8 of the Commission's rules (19 CFR 201.8). All written submissions except for confidential business data will be available for public inspection during regular business hours (8:45 a.m. to 5:15 p.m.) in the Office of the Secretary to the Commission.

Any business information for which confidential treatment is desired shall be submitted separately. The envelope and all pages of such submissions must be clearly labeled "Confidential Business Information." Confidential submissions and requests for confidential treatment must conform with the requirements of section 201.6 of the Commission's rules (19 CFR 201.6).

For further information concerning the conduct of the investigation, hearing procedures, and rules of general application, consult the Commission's Rules of Practice and Procedure, part 207, subparts A and C (19 CFR Part 207, as amended by 47 FR 33682, Aug. 4, (1982), and part 201, subparts A through E (19 CFR Part 201, as amended by 47 33682, Aug. 4, 1982).

This notice is published pursuant to section 207.20 of the Commission's rules (19 CFR 207.20).

Issued: June 2, 1983.

By order of the Commission.

Kenneth R. Mason,

Secretary.

[FR Doc. 83-15210 Filed 6-3-83; 8:45 am]

BILLING CODE 2020-02-M

INTERSTATE COMMERCE COMMISSION

Office of Proceedings

Motor Carriers; Permanent Authority Decisions

Motor Common and Contract Carriers of Property (fitness-only); Motor Common Carriers of Passengers (fitness-only); Motor Contract Carriers of Passengers; Property Brokers (other than household goods). The following application for motor common or contract carriage of property and for a broker of property (other than household goods) are governed by Subpart A of Part 1160 of the Commission's General Rules of Practice. See 49 CFR Part 1160, Subpart A, published in the **Federal Register** on November 1, 1982, at 47 FR 49583, which redesignated the regulations at 49 CFR 1100.251, published in the **Federal Register** on December 31, 1980. For compliance procedures, see 49 CFR 1160.19. Persons wishing to oppose an application must follow the rules under 49 CFR Part 1160, Subpart B.

The following applications for motor common or contract carriage of passengers filed on or after November 19, 1982, are governed by Subpart D of the Commission's Rules of Practice. See 49 CFR Part 1160, Subpart D, published in the **Federal Register** on November 24, 1982, at 49 FR 53271. For compliance procedures, see 49 CFR 1160.86. Persons wishing to oppose an application must follow the rules under 49 CFR Part 1160, Subpart E.

These applications may be protested *only* on the grounds that applicant is not fit, willing, and able to provide the transportation service or to comply with the appropriate statutes and Commission regulation.

Applicant's representative is required to mail a copy of an application, including all supporting evidence, within three days of a request and upon payment to applicant's representative of $10.00.

Amendments to the request for authority are not allowed. Some of the applications may have been modified prior to publication to conform to the Commission's policy of simplifying grants of operating authority.

Findings

With the exception of those applications involving duly noted problems (e.g., unresolved common control, fitness, or jurisdictional questions) we find, preliminarily, that each applicant has demonstrated that it is fit, willing, and able to perform the service proposed, and to conform to the requirements of Title 49, Subtitle IV, United States Code, and the Commission's regulations. This presumption shall not be deemed to exist where the application is opposed. Except where noted, this decision is neither a major Federal action significantly affecting the quality of the human environment nor a major regulatory action under the Energy Policy and Conservation Act of 1975.

In the absence of legally suficient opposition in the form of verified statements filed on or before 45 days from date of publication, (or, if the application later becomes unopposed) appropriate authorizing documents will be issued to applicants with regulated operations (except those with duly noted problems) and will remain in full effect only as long as the applicant maintains appropriate compliance. The unopposed applications involving new entrants will be subject to the issuance of an effective notice setting forth the compliance requirements which must be satisfied before the authoirity will be issued. Once this compliance is met, the authority will be issued.

Within 60 days after publication an applicant may file a verified statement in rebuttal to any statement in opposition.

To the extent that any of the authority granted may deplicate an applicant's other authority, the duplication shall be construed as conferring only a single operating right.

Agatha L. Mergenovich,
Secretary.

Note.—All applications are for authority to operate as a motor common carrier in interstate or foreign commerce, over irregular routes unless noted otherwise. Applications for motor contract carrier authority are those where service in for a named shipper "under contract."

Please direct status inquiries to Team Three at (202) 275-5223.

Volume No. OP3-240

Decided: May 26, 1983.

By the Commission, Review Board No. 3, Members Krock, Joyce, and Dowell.

MC 167985, filed May 12, 1983. Applicant: ROBERT A. MALTON, d.b.a. REGAL LIMOUSINE, 11 Archer Lane, Darien, CT 06820. Representative: L. C. Major, Jr., Suite 304, Overlook Bldg., 6121 Lincolnia Rd., P.O. Box 11278, Alexandria, VA 22312, (703) 750-1112. Transporting *passengers*, in charter and special operations, between points in the U.S. (except HI).

Note.—Applicant seeks to provide privately funded charter and special transportation.

Volume No. OP3-243

Decided: May 16, 1983.

By the Commission, Review Board No. 3, Members Krock, Joyce, and Dowell.

MC 158055(Sub-2), filed May 11, 1983. Applicant: PEMBROKE TRANSPORATION CORP., 25 Baldwin Ave., P.O. Box 451, Massena, NY 13662. Representative: Morton E. Kiel, Suite 1832, Two World Trade Center, New York NY 10048, (212) 466-0220. As a *broker* of *general commodities* except household goods), between points in the U.S. (except AK and HI).

MC 167995, filed May 13, 1983. Applicant: McMICHAEL & SONS MOTOR COACH SERVICE, 9810 Binyon Court, Oxon Hill, MD 20744. Representative: Warren McMichael, (same address as applicant), (301) 839-5819. Transporting *passengers*, in charter and special operations, between points in the U.S. (except AK and HI).

Note.—Applicant seeks to provide privately-funded charter and special transportation.

MC 168005, filed May 12, 1983. Applicant: C.I.H. ADVISORY SERVICES, INC., 614 New County Road, Secaucus, NJ 07094. Representative: William J. Augello, 120 Main Street, Huntington, NY 11743, (516) 427-0100. As a *broker* of *general commodities*, except household goods), between points in the U.S.

For the following, please direct status calls to Team 4 at 202-275-7669.

Volume No. OP4-331

Decided: May 26, 1983.

By the Commission, Review Board No. 3, Members Krock, Joyce, and Dowell.

MC 168127, filed May 16, 1983. Applicant: C. S. CARRIER SERVICES, INC., 3003 E. Chestnut Expressway, Suite 300, Springfield, MO 65802. Representative: Jack L. Schiller, 111-56 76th Dr., Forest Hills, NY 11375, (212) 263-2078. As a *broker of general commodities* except household goods), between points in the U.S. (except AK and HI).

MC 168177, filed May 18, 1983. Applicant: DELL LIMOUSINE SERVICE, INC., 1237 Chessington Rd., Indianapolis, IN 46240. Representative: John F. Wickes, Jr., 1301 Merchants Plaza, Indianapolis, IN 46204, (317) 638-1301. Transporting (A) Over irregular routes, *passengers*, in charter and special operations, between points in the U.S. (except AK and HI), and (B) Over regular routes, *passengers*, between Indianapolis, IN and Columbus, OH, over U.S. Hwy 40, and (2) between Indianapolis, IN and Columbus, OH,

over Interstate Hwy 70, serving all intermediate points in connection with routes (B) (1) and (2) above.

4Note: Applicant seeks to provide privately-funded charter and special transportation in (A) above, and in (B) above applicant seek to provide regular-route service in interstate or foreign commerce, and in intrastate commerce under 49 U.S.C. 10922(c)(2)(B) over the same route. Because this application includes issues subject to a finding of public interest as well as fitness only, it will be published in two volumes of this **Federal Register** issue. Part (A) will be published in VOL No. 331. Part (B) will be published in VOL No. 330.

Volume No. OP4–333

Decided: May 27, 1983.

By the Commission, Review Board No. 3, Members Krock, Joyce, and Dowell. (member Krock not participating.)

MC 73826 (Sub-8), filed May 20, 1983. Applicant: HASLETT COMPANY, 1991 Dennison, Oakland, CA 94606. Representative: Armand Karp, 743 San Simeon Dr., Concord, CA 94518, (415) 825–1774. As a *broker of general commodities* (except household goods), between points in the U.S.

MC 168197, May 20, 1983. Applicant: MICHAEL M. BOLEY, d.b.a. BESTWAY BROKERAGE, 3905 Mobile, Garland, TX 75041. Representative: Michael M. Boley (same address as applicant), (214) 278–8551. As a *broker of general commodities* (except household goods), between points in the U.S.

For the following, please direct status calls to Team 5 at 202–275–7289.

Volume No. OP5–261

By the Commission, Review Board No. 1, Members Parker, Chandler, and Fortier.

MC 142188 (Sub-2), filed May 17, 1983. Applicant: MARY WIMBERLY AND BETTY BEALS, d.b.a. WIMBERLY BUS SERVICE, 131 South Walnut, Centralia, IL 62801. Representative: Robert M. O'Donnell, 145 W. Wisconsin Ave., Neenah, WI 54956, (414) 722–2848. Transporting *passengers*, in charter and special operations, beginning and ending at points in IL, and extending to points in the U.S. (except AK and HI).

Note.—Applicant seeks to provide privately-funded charter and special transportation.

MC 159038 (Sub-1), filed May 16, 1983. Applicant: DANIEL K. FISK, d.b.a. DAN-A-WAY CHARTER LINE, 504 West First Ave., Coal Valley, IL 61240. Representative: William L. Fairbank, 2400 Financial Center, Des Moines, IA 50309, 515–282–3525. Transporting *passengers* in charter and special operations, between points in the U.S. (except HI).

Note.—Applicant seeks to provide privately funded charter and special transportation.

MC 168049, filed May 12, 1983. Applicant: HILL & MITCHELL, INC., 112 South Bay Rd., P.O. Box 2236, North Syracuse, NY 13220. Representative: Morton E. Kiel, Two World Trade Center, Suite 1832, New York, NY 10048, (212) 466–0220. Transporting *passengers*, in charter and special operations, between points in the U.S.

Note.—Applicant seeks to provide privately-funded charter and special transportation.

MC 168068, filed May 16, 1983. Applicant: JAMES L. SIMMONS, d.b.a. EASTERN FREIGHT SERVICE, 2884 Industrial Boulevard, Bethel Park, PA 15102. Representative: James L. Simmons, 1240 Cairn Drive, Bethel Park, PA 15102, (412) 835–0945. To operate as a *broker* of *general commodities* (except household goods) between points in the U.S. (except AK and HI).

MC 168119, filed May 17, 1983. Applicant: FREIGHT BROKERS INTERNATIONAL, INC., P.O. Box 200, North Olmsted, OH 44070–0200. Representative: Wallace R. Steffen, 330 Standard Bldg., Cleveland, OH 44113, (216) 771–7171. To operate as a *broker* of *general commodities* (except household goods), between points in the U.S.

Volume No. OP5–263

Decided: May 27, 1983.

By the Commission, Review Board No. 1, Members Parker, Chandler, and Fortier.

MC 168189, filed May 19, 1983. Applicant: FAHERTY DRILLING CO., INC., 1120 Broadway, Platteville, WI 53818. Representative: Ralph Faherty, (same address as applicant), (608) 348–9586. Transporting *passengers*, in charter and special operations, beginning and ending at points in WI, and extending to points in the U.S. (except HI).

Note.—Applicant seeks to provide privately funded charter and special transportation.

MC 168199, filed May 20, 1983. Applicant: PRESTIGE LIMOUSINE SERVICE, LTD., 119 No. Second St., Easton, PA 18042. Representative: Charles P. Hinshaw (same address as applicant), (215) 258–4340. Transporting *passengers*, in charter and special operations, beginning and ending at points in Northampton County, PA, and extending to points in the U.S. on and east of a line beginning at the mouth of the Mississippi River, and extending along the Mississippi River to its junction with the western boundary of Itasca County, MN, then northward along the western boundaries of Itasca and Koochiching Counties, MN, to the international boundary line between the U.S. and Canada.

Note.—Applicant seeks to provide privately funded charter and special transportation.

[FR Doc. 83-15040 Filed 6-3-83; 8:45 am]
BILLING CODE 7035-01-M

Motor Carriers; Permanent Authority Decisions

Motor Common and Contract Carriers of Property (except fitness-only); Motor Common Carriers of Passengers (public interest); Freight Forwarders; Water Carriers; Household Goods Brokers. The following applications for motor common or contract carriers of property, water carriage, freight forwarders, and household goods brokers are governed by Subpart A of Part 1160 of the Commission's General Rules of Practice. See 49 CFR Part 1160, Subpart A, published in the **Federal Register** on November 1, 1982, at 47 FR 49583, which redesignated the regulations at 49 CFR 110.251, published in the **Federal Register** December 31, 1980. For compliance procedures, see 49 CFR 1160.19. Persons wishing to oppose an application must follow the rules under 49 CFR Part 1160, Subpart B.

The following applications for motor common carriage of passengers, filed on or after November 19, 1982, are governed by Subpart D of 49 CFR Part 1160, published in the **Federal Register** on November 24, 1982 at 47 FR 53271. For compliance procedures, see 49 CFR 1160.86. Carriers operating pursuant to an intrastate certificate also must comply with 49 U.S.C. 10922(c)(2)(E). Persons wishing to oppose an application must follow the rules under 49 CFR Part 1160, Subpart E. In addition to fitness grounds, these applications may be opposed on the grounds that the transportation to be authorized is not consistent with the public interest.

Applicant's representative is required to mail a copy of an application, including all supporting evidence, within three days of a request and upon payment to applicant's representative of $10.00.

Amendments to the request for authority are not allowed. Some of the applications may have been modified prior to publication to conform to the Commission's policy of simplifying grants of operating authority.

Findings

With the exception of those applications involving duly noted problems (e.g., unresolved common control, fitness, water carrier dual

operations, or jurisdictional questions) we find, preliminarily, that each applicant has demonstrated that it is fit, willing, and able to perform the service proposed, and to conform to the requirements of Title 49, Subtitle IV, United States Code, and the Commission's regulations.

We make an additional preliminary finding with respect to each of the following types of applications as indicated: common carrier of property-that the service proposed will serve a useful public purpose, responsive to a public demand or need; water common carrier-that the transportation to be provided under the certificate is or will be required by the public convenience and necessity; water contract carrier, motor contract Carrier of property, freight forwarder, and household goods broker-that the transportation will be consistent with the public interest and the transportation policy of section 10101 of chapter 101 of Title 49 of the United States Code.

These presumptions shall not be deemed to exist where the application is opposed. Except where noted, this decision is neither a major Federal action significantly affecting the quality of the human environment nor a major regulatory action under the Energy Policy and Conservation Act of 1975.

In the absence of legally sufficient opposition in the form of verified statements filed on or before 45 days from date of publication, (or, if the application later becomes unopposed) appropriate authorizing documents will be issued to applicants with regulated operations (except those with duly noted problems) and will remain in full effect only as long as the applicant maintains appropriate compliance. The unopposed applications involving new entrants will be subject to the issuance of an effective notice setting forth the compliance requirements which must be satisfied before the authority will be issued. Once this compliance is met, the authority will be issued.

Within 60 days after publication an applicant may file a verified statement in rebuttal to any statement in opposition.

To the extent that any of the authority granted may duplicate an applicant's other authority, the duplication shall be construed as conferring only a single operating right.

Agatha L. Mergenovich,

Secretary.

Note.—All applications are for authority to operate as a motor common carrier in interstate or foreign commerce over irregular routes, unless noted otherwise. Applications for motor contract carrier authority are those where service is for a named shipper "under contract." Applications filed under 49 U.S.C. 10922(c)(2)(B) to operate in intrastate commerce over regular routes as a motor common carrier of passengers are duly noted.

Please direct status inquiries to Team 3 at (202) 275-5223.

Volume No. OP3-241

Decided: May 26, 1983.

By the Commission, Review Board No. 3, Members Krock, Joyce, and Dowell.

MC 117465 (Sub-27), filed April 29, 1983. Applicant: BEAVER EXPRESS SERVICE, INC., d.b.a. BEAVER EXPRESS, P.O. Box 1147, Woodwoard, OK 73802. Representative: Timothy J. Herman 522 First Federal Plaza, Austin, TX 78701. Over *regular routes*, transporting *general commodities* (except classes A and B explosives, household goods, and commodities in bulk), (1) Between Wheeler, TX, and Elk City, OK: From Wheeler over TX Hwy 152 to the TX/OK State line, and then over OK Hwy 6 to Elk City, OK, and return over the same route, serving all intermediate points.

MC 165505, filed May 9, 1983. Applicant: E. LYLE MYERS, d.b.a. EVERGREEN TRANSPORTATION SERVICE, 10121 Argent Rd., Pasco, WA 99301. Representative: E. Lyle Myers (same address as applicant), (509) 547-8292. Transporting *commodities in bulk*, between points in WA, OR, and ID.

MC 166024 (Sub-1), filed May 9, 1983. Applicant: J.A.T. CO., P.O. Box 156, Dover, OH 44622. Representative: James W. Muldoon, 50 W. Broad Columbus, OH 43215, (614) 464-4103. Transporting *building materials*, between points in the U.S. (except AK and HI).

MC 167944, filed May 9, 1983. Applicant: PHELPS TRUCKING COMPANY, INC., Route 2, Box 139-A, Dothan, AL 36301. Representative: Spencer R. Phelps (same address as applicant), (205) 677-3759. Transporting *lumber and wood products*, between points in Houston County, AL, on the one hand, and, on the other, points in AL, AR, FL, GA, LA, MS, NC, SC, TN, and TX.

Volume No. OP-245

Decided: May 27, 1983.

By the Commission, Review Board No. 3, Members Krock, Joyce, and Dowell. (Member Krock not participating).

FF-595 (Sub-1), filed May 19, 1983. Applicant: TRIPAR TRANSPORTATION, INC., 1608 The Queensway, Toronto, Ontario, Canada M8Z 1V6. Representative: Martin J. Leavitt, 22375 Haggerty Road, P.O. Box 400, Northville, MI 48167, (313) 349-3980. As a *freight forwarder* in the connection with the transportation of *general commodities* (except classes A and B explosives), between points in the U.S. (except AK and HI).

MC 126145 (Sub-13), filed May 16, 1983. Applicant: TIAGO, 3308 Bandini Blvd., Los Angeles, CA 90023. Representative: Warren N. Grossman, 515 S. Figueroa, Ste 1240, Los Angeles, CA 90071, (213) 627-8471. Transporting *general commodities* (except household goods and classes A and B explosives), between points in AZ and CA, NV, MN, and TX.

MC 135074 (Sub-3), filed May 16, 1983. Applicant: SECURITY STORAGE CO., INC., P.O. Box 2005, Goldsboro, NC 27530. Representative: Wendell Thornton (Same address as applicant), (919) 734-0177. Transporting *general commodities* (except classes A and B explosives, household goods, and commodities in bulk), between points in NC, on the one hand, and, on the other, points in FL, GA, SC and VA.

MC 155905 (Sub-1), filed May 16, 1983. Applicant: SUCCESS TRANSPORTATION, INC., P.O. Box 530, Alexander, AR 72002. Representative: Darrell Bailey (same address as applicant), (501) 455-3333. Transporting *general commodities* (except classes A and B explosives, household goods, and commodities in bulk), between points in the U.S. (except AK and HI).

MC 168105, filed May 16, 1983. Applicant: FRONTIER FREIGHTLINES LTD., 105 Gold Road, Whitehorse, Yukon, Canada Y1A 2W4. Representative: T. O. Mickey (same address as applicant), (403) 668-2441. Transporting *general commodities* (except classes A and B explosives, household goods, and commodities in bulk), between ports of entry on the International boundary line between the U.S. and Canada in AK, on the one hand, and, on the other, points in AK.

For the following, please direct status calls to Team 4 at 202-275-7669.

Volume No. OP4-330

Decided: May 26, 1983.

By the Commission, Review Board No. 3, Members Krock, Joyce, and Dowell.

MC 26396 (Sub-404), filed April 29, 1983. Applicant: THE WAGGONERS TRUCKING, P.O. Box 31357, Billings, MT 59107. Representative: Bradford E. Kistler, P.O. Box 82928, Lincoln, NE 68501, (402) 475-6761. Transporting (1) *lumber and wood products*, (2) *building materials*, (3) *machinery*, (4) *metal products*, (5) *chemicals and reloted products*, and (6) *Mercer commodities*,

between points in the U.S., under continuing contract(s) with persons who are manufacturers, distributors, retailers or consumers of lumber and wood products, building materials, machinery, metal products, chemicals and related products, or Mercer commodities.

MC 105886 (Sub-39), filed May 9, 1983. Applicant: MARTIN TRUCKING, INC., East Poland Ave. P.O. Box 67, Bessemer, PA 16112. Representative: Henry M. Wick, Jr., 2 Chatham Center, Suite 1610, Pittsburgh, PA 15219, (412) 765-1600. Transporting *general commodities* (except classes A and B explosives and household goods), between points in the U.S. (except AK and HI), under continuing contract(s) with SpanCrete Northeast, Inc., Aurora, OH.

MC 165307, filed April 19, 1983. Applicant: ARKANSAS ELECTRIC COOPERATIVES, INC. 8000 Scott Hamilton Dr., Little Rock, AR 72209. Representative: J. Mark Davis, 2200 Worthen Bank Bldg. Little Rock, AR 72201, (501) 371-0808. Transporting *hazardous materials*, between points in the U.S. (except AK and HI), under continuing contract(s) with rural electric cooperatives, municipal electric utility systems, and operators of licensed hazardous waste disposal sites.

MC 168166, filed May 19, 1983. Applicant: DMB TRANSPORTATION CORP., 141 Provost St., Jersey City, NJ 07302. Representative: Colin Barrett, 11764 Indian Ridge Rd., Reston, VA 22091 (703) 860-8521. Transporting *such commodities* as are dealt in or used by department stores and drug companies, between points in the U.S. (except AK and HI).

MC 168177, filed May 18, 1983. Applicant: DELL LIMOUSINE SERVICE, INC., 1237 Chessington Rd., Indianapolis, IN 46240. Representative: John F. Wickes, Jr., 1310 Merchants Plaza, Indianapolis, IN 46204, (317) 638-1301. Transporting (A) Over irregular routes, *passengers*, in charter and special operations, between points in the U.S. (except AK and HI), and (B) Over regular routes, *Passengers*, (1) between Indianapolis, IN and Columbus, OH, over U.S. Hwy 40, and (2) between Indianapolis, IN and Columbus, OH, over Interstate Hwy 70, serving all intermediate points in connection with routes (B) (1) and (2) above.

Note.—Applicant seeks to provide privately-funded charter and special transportation in (A) above, and in (B) above applicant seeks to provide regular-route service in interstate or foreign commerce, and in intrastate commerce under 49 U.S.C. 10922(c)(2)(B) over the same route. Because this application includes issues subject to a finding of public interest as well as fitness only, it will be published in two volumes of this **Federal Register** issue. Part (A) will be published in VOL #331. Part (B) will be published in VOL #330.

Volume No. OP4-332

Decided: May 27, 1983.

By the Commission, Review Board No. 3, Members Krock, Joyce, and Dowell. (Member Krock not participating.)

MC 145906 (Sub-11), filed May 6, 1983. Applicant: GENERAL TRUCKING CO., INC., P.O. Box 269, Columbia, TN 38401. Representative: Edward C. Blank, II, P.O. Box 1004 Columbia, TN 38401, (615) 388-3200. Transporting *general commodities* (except classes A and B explosives and household goods), between points in the U.S. (except AK and HI). Condition: Issuance of a certificate in this proceeding is subject to prior or coincidental cancellation at applicant's written request of the Permit in MC-145906 (Sub-No. P6X), issued October 17, 1982, and the underlying superseded authority in Permit No. MC-118560 (Sub-No. 2), issued April 5, 1976, and MC-145906 (Sub-10), issued September 27, 1982, and Permits Nos. MC-118560 (Sub-No. 5), issued October 16, 1968 and August 9, 1979, respectively.

Note.—The purpose of this application is to convert applicant's existing contract carrier authority in No. MC-118560 and MC-118560 (Sub-No. 5), and MC-145906 (Sub-No. P6X), and ME-145906 (Sub-No. 10) to common carrier authority.

MC 167737, filed May 23, 1983. Applicant: WELLS FLEET AND TRUCK SERVICE, INC., 8055 Martz Paulen Rd., Franklin, OH 45005. Representative: Colin Barrett 11764 Indian Ridge Rd. Reston, VA 22091, (703) 860-8521. Transporting *paper and paper products*, between points in the U.S. (except AK and HI), under continuing contract(s) with Stone Paperboard, Div. of Stone Container Corp., of Franklin, OH.

MC 168217, filed May 23, 1983. Applicant: OLD RELIABLE TRANSPORT, INC., 829 Oak St., Mishicot, WI 54228.Representative: Richard A. Westley, 4506 Regent St., Suite 100, P.O. Box 5086, Madison, WI 53705-0086, (608) 238-3119. Transporting *petroleum, natural gas and their products*, between points in IL, IN, IA, MI, MN, and WI.

For the following, please direct status calls to Team 5 at 202-275-7289.

Volume No. OP5-262

Decided: May 27, 1983.

By the Commission, Review Board No. 1, Members Parker, Chandler, and Fortier.

MC 141318, (Sub-27), filed May 19, 1983. Applicant: WEATHER SHIELD TRANSPORTATION, LTD., P.O. Box Ltd., Medford, WI 54451. Representative: Robert S. Lee, 1600 TCF Tower, 121 South 8th St., Minneapolis, MN 55402, 612-333-1341. Transporting (1) *general commodities* (except classes A and B explosives, household goods, and commodities in bulk), between points in WI, on the one hand, and, on the other, points in the U.S. (except AK and HI), and (2) *ores and minerals and farm products*, between points in St. Louis County, MN, on the one hand, and, on the other, points in the U.S. (except AK and HI).

MC 44128 (Sub-45), filed May 18, 1983. Applicant: EPES TRANSPORT SYSTEM, INC., P.O. Box 24038, Richmond, VA 23224. Representative: Paul D. Collins, 7761 Lakeforest Dr., Richmond, VA 23235, (804) 745-0446. Transporting *general commodities* (except classes A and B explosives, household goods, and commodities in bulk), (1) between points in AL, IN, MS, and OH, and (2) between points in AL, IN, MS, and OH, on the one hand, and, on the other, points in DE, GA, KY, MD, NJ, NC, PA, SC, TN, VA, WV, and DC.

MC 92068 (Sub-24), filed May 19, 1983. Applicant: BAILEY'S EXPRESS, INC., 5100 Lawrence Place, Hyattsville, MD 20781. Representative: Edward N. Button, 635 Oak Hill Ave., Hagerstown, MD 21740, (301) 739-4860. Transporting *general commodities* (except classes A and B explosives, household goods, and commodities in bulk), between points in DE, GA, NC, SC, MD, PA, TN, VA, WV, NJ, OH, NY, and DC.

MC 108008 (Sub-1), filed May 19, 1983. Applicant: ACUFF INTERPRISES, INC., 339 West Olive St., Memphis, TN 38106. Representative: Ralph David Acuff (same address as applicant), (901) 774-6094. Transporting *those commodities which, because of their size or weight, require the use of special handling or equipment*, between points in the U.S. (except AK and HI).

MC 142879 (Sub-4), filed May 19, 1983. Applicant: C & B CONTRACT CARRIERS, INC., 1280 Chattahoochee Ave. NW., Atlanta, GA 30318. Representative: Guy H. Postell, Suite 675, 3384 Peachtree Rd. NE., Atlanta, Ga 30326, (404) 237-6472. Transporting *general commodities* (except classes A and B explosives, household goods, and commodities in bulk), between points in the U.S. (except AK and HI), under continuing contract(s) with Tamko Asphalt Products, Inc., of Joplin, Mo.

MC 144218 (Sub-12), filed May 19, 1983. Applicant: FELDSPAR TRUCKING CO., INC., P.O. Box 658, Spruce Pine, NC 28777. Representative: Joseph L. Steinfeld, Jr., 915 Pennsylvania Bldg., 425 13th St. NW., Washington, DC 20004,

(202) 737-1030. Transporting *general commodities* (except classes A and B explosives and household goods), between points in the U.S. (except AK and HI).

MC 159248 (Sub-1), filed May 20, 1983. Applicant: HALTERMAN SERVICES, INC., d.b.a. NET, 500 North Sixth Ave., Evansville, IN 47710. Representative: Michael D. McCormick, 1301 Merchants Plaza, Indianapolis, IN 46204, (317) 638-1301. Transporting *general commodities* (except classes A and B explosives, and household goods), between points in the U.S. in and east of ND, SD, NE, KS, OK, and TX.

MC 160549 (Sub-3), filed May 19, 1983. Applicant: CARGO EXPRESS CO., INC., 7107 Kennedy Ave., Hammond, IN 46323. Representative: E. Stephen Heisley, 1919 Pennsylvania Ave. NW., Suite 500, Washington, DC 20006, (202) 828-5015. Transporting *general commodities* (except classes A and B explosives, household goods, and commodities in bulk), between points in the U.S. (except HI).

MC 164749, filed May 20, 1983. Applicant: GOLD STAR LINES, INC., 560 Old Berwick Rd., Bloomsburg, PA 17815. Representative: Raymond Talipski, 1212 S. Main St., Taylor, PA 18517, (717) 344-8030. Transporting *bakery and related products*, between points in Philadelphia, Northampton, Cumberland, Perry, and Columbia Counties, PA, on the one hand, and, on the other, points in NY, OH, IN, IL, MI, WI, and KY.

MC 166448, filed May 20, 1983. Applicant: GERALD SUMMERS TRUCKING, INC., P.O. Box 276, Mulberry, AR 72947. Representative: Don Garrison, P.O. Box 1065, Fayetteville, AR, 72702, (501) 521-8121. Transporting *food and related products*, between points in Crawford County, AR, on the one hand, and, on the other, points in the U.S. (except AK and HI).

MC 166809, filed May 18, 1983. Applicant: WILLIAM A. VAN WERVEN, 1909 Temon Rd., Everson, WA 98247. Representative: William E. Seliski, 2 Commerce St., P.O. Box 8255, Missoula, MT 59807, (406) 543-8369. Transporting *coal* between ports of entry on the International Boundary line between the United States and Canada in WA, on the one hand, and, on the other, points in Whatcom County, WA.

MC 167588, filed May 20, 1983. Applicant: D-A-M EXPRESS, INC., 142 No. Lincoln, Shelley, ID 83274. Representative: Dale Ball, (same address as applicant), (208) 357-7697. Transporting *general commodities* (except classes A and B explosives and household goods), between points in WA, OR, CA, NV, ID, UT, AZ, MT, WY, CO, NM, SD, ND, NE, KS, OK, and TX.

MC 168069, filed May 17, 1983. Applicant: DOUBLE J TRUCKING COMPANY, Box 326, Erie, MI 48133. Representative: Virginia H. Jenkins (same address as applicant), (313) 848-4075. Transporting *race horses, show horses, and breeding horses*, between points in the U.S. (except AK and HI).

MC 168108, filed May 17, 1983. Applicant: TRI-M FREIGHT SYSTEMS, INC., d.b.a. TRUCKING TRANSPORT SERVICE, 1440 E. 5th St., Los Angeles, CA 90033. Representative: Robert Fuller, 13215 E. Penn St., Suite 310, Whittier, CA 90602, (213) 945-3002. Transporting *general commodities* (except classes A and B explosives, commodities in bulk, and household goods), (a) between points in AZ, CA, NV, OR, and WA, and (b) between points in CA, on the one hand, and, on the other, points in CO, KS, and UT.

MC 168109, filed May 17, 1983. Applicant: O.A.T. ENTERPRISES, INC., P.O. Box 104, Bensalem, PA 19020. Representative: Lewis Kates, 2900 PSFS Bldg., 12 So. 12th St., Philadelphia, PA 19107 (215) 923-8080. Transporting *general commodities* (except classes A and B explosives and household goods), between points in the U.S. (except AK and HI).

MC 168148, filed May 18, 1983. Applicant: BROOKS F. LANHAM, JR., d.b.a. MOUNTAIN STATES R. A. & C. W. HAULER CO., Route 3, Box 7, Morgantown, WV 26505. Representative: Brooks F. Lanhan, Jr. (same address as applicant), (304) 291-6488. Transporting *radioactive hazardous wastes* between points in the U.S. (except HI).

MC 168149, filed May 16, 1983. Applicant: POINTS WEST EXPRESS, INC., 2988 Shadowbrook Lane, West Lake Village, CA 91361. Representative: Arthur Snoeck (same address as applicant) (805) 497-0246. Transporting *general commodities* (except classes A and B explosives, household goods, and commodities in bulk), between points in the U.S. (except AK and HI).

Volume No. OP5-260

Decided: May 26, 1983.

By the Commission, Review Board No. 1, members Parker, Chandler, and Fortier.

MC 63838 (Sub-20), filed May 16, 1983. Applicant: BOLUS FREIGHT SYSTEMS, INC., 700 North Keyser Ave., Scranton, PA 18508. Representative: Raymond Talipski, 121 S. Main St., Taylor, PA 18517 (717) 344-8030. Transporting *general commodities* (except classes A and B explosives and household goods, and commodities in bulk), between points in the U.S. (except AK and HI).

MC 79658 (Sub-76), filed May 17, 1983. Applicant: ATLAS VAN LINES, INC., 1212 St. George Rd., P.O. Box 509, Evansville, IN 47711. Representative: Robert C. Mills (same address as applicant (812) 424-2222. Transporting *household goods*, between points in the U.S. (except AK and HI), under continuing contract(s) with Greater New Orleans Society for Health Care Personnel Administration, of New Orleans, LA.

MC 138018 (Sub-72), filed May 16, 1983. Applicant: RFI TRANSPORT, INC. P.O. Box 17506, 1420 33rd St., Denver, CO 80217. Representative: David E. Driggers, 1600 Lincoln Center, 1660 Lincoln St., Denver, CO 80264, 303-861-4028. Transporting *general commodities* (except classes A and B explosives, household goods, and commodities in bulk), between points in the U.S. (except AK and HI).

MC 150829 (Sub-3), filed May 16, 1983. Applicant: AMERICAN TRUCKING CO., INC., P.O. Box 286, Montgomery, AL 36108. Representative: Calvin R. Turner, Jr., P.O. Box 517, Evergreen, AL 36401, 205-578-3212. Transporting *general commodities* (except classes A and B explosives, household goods, and commodities in bulk), between those points in the U.S. in and east of ND, SD, NE, CO, OK and TX.

MC 152458 (Sub-5), filed May 16, 1983. Applicant: KNOWLES TRUCKING COMPANY, P.O. Box 309, Tyrone, GA 30290. Representative: Virgil H. Smith, 74 Hwy. N. Box 245, Tyrone, GA 30290, 404-969-1980. Transporting *general commodities* (except classes A and B explosives, household goods, and commodities in bulk), between points in the U.S. (except AK and HI).

MC 167238 (Sub-1), filed May 16, 1983. Applicant: BAR J TRUCK LINES, INC., 254 White Cedar, Houston, TX 77015. Representative: John W. Carlisle, P.O. Box 967, Missouri City, TX 77459, 713-437-1768. Transporting (1) *general commodities* (except classes A and B explosives, household goods, and commodities in bulk), between Port Cities in the U.S. (except AK and HI), and (2) *mercer commodities, machinery and metal products*, between points in the U.S. (except AK and HI).

MC 168078, filed May 16, 1983. Applicant: LLOYD PARTIN, d.b.a., BUD TRUCKING, 1934 North 55th St., Milwaukee, WI 53208. Representative: Lloyd Partin (Same address as applicant) 414-475-1388. Transporting *printed matter*, between points in WI, on the one hand, and, on the other, points

in the U.S (except AK and HI), under continuing contract(s) with Wisconsin Cueno Press, Inc., of Milwaukee, WI.

MC 168089, filed May 16, 1983. Applicant: JOHN J. GOMEZ AND LEANN GOMEZ d.b.a. JONANN TRUCKING, Rte. 1, Box 115, La Crosse, WA 99143. Representative: John J. Gomez (Same address as applicant.) (509) 549-3444. Transporting *general commodities* (except classes A and B explosives and household goods), between points in the U.S., under continuing contract(s) with R & R Truck Brokers, Inc., of Medford, OR.

MC 168098, filed May 17, 1983. Applicant: GREEN BAY CANNING CO., 1425 Main St., Green Bay, WI 54305. Representative: William Verhasselt (Same address as applicant) (414) 435-3793. Transporting *general commodities* (except classes A and B explosives, household goods, and commodities in bulk), between points in the U.S. (except AK and HI), under continuing contract(s) with DFC Transportation Company, of Huntley, IL.

MC 168129, filed May 12, 1983. Applicant: A & Y AUTO TRANSPORT, INC., 6780 Desmond, Waterford, MI 48095. Representative: Donald J. Petrillo, 401 S. Woodward, Suite 320, Birmingham, MI 48011, 313-540-8161. Transporting *transportation equipment*, between points in the U.S. (except AK and HI).

[FR Doc. 83-15041 Filed 6-3-83; 8:45 am]

BILLING CODE 7035-01-M

Motor Carrier Temporary Authority Application

The following are notices of filing of applications for temporary authority under Section 10928 of the Interstate Commerce Act and in accordance with the provisions of 49 CFR 1131.3. These rules provide that an original and two (2) copies of protests to an application may be filed with the Regional Office named in the **Federal Register** publication no later than the 15th calendar day after the date the notice of the filing of the application is published in the **Federal Register**. One copy of the protest must be served on the applicant, or its authorized representative, if any, and the protestant must certify that such service has been made. The protest must identify the operating authority upon which it is predicated, specifying the "MC" docket and "Sub" number and quoting the particular portion of authority upon which it relies. Also, the protestant shall specify the service it can and will provide and the amount and type of equipment it will make available for use in connection with the service contemplated by the TA application. The weight accorded a protest shall be governed by the completeness and pertinence of the protestant's information.

Except as otherwise specifically noted, each applicant states that there will be no significant effect on the quality of the human environment resulting from the approval of its application.

A copy of the application is on file, and can be examined at the ICC Regional Office to which protests are to be transmitted.

Note.—All applications seek authority to operate as a common carrier over irregular routes except as otherwise noted.

Motor Carriers of Property

Notice No. F-265

The following applications were filed in Region I: Send protests to: Interstate Commmerce Commission, Regional Authority Center, 150 Causeway Street, Room 501, Boston, MA 02114/

MC 134806 (Sub-1-63TA), filed May 18, 1983. Applicant: B-D-R TRANSPORT, INC., Vernon Drive, P.O. Box 1277, Brattleboro, VT 05301. Representative: Edward T. Love, 4401 East West Highway, Suite 404, Bethesda, MD 20814. *Contract carrier:* irregular routes: *Wood stove accessories*, between Fitchburg, MA, on the one hand, and, on the other, points in AZ, CA, CO, ID, MT, NM, NV, OR, UT, WA, and WY, under continuing contract(s) with Minute Man International Co., Ltd., Fitchburg, MA. Supporting Shipper: Minute Man International Co., Ltd., 75 Sawyer Passway, Fitchburg, MA 01420.

MC 167803 (Sub-1-1TA), filed May 18, 1983. Applicant: L. D'ALESSANDRO TRUCKING CO., INC., 4 Powderhorn Road, Flemington, NJ 08822. Applicant's Representative: A. Frank Panella (same as applicant). *(1) Rubber tires and their related products in manufacture and resale*, between points in AL, AR, CT, DE, DC, FL, GA, IL, IN, IA, KY, LA, ME, MD, MA, MI, MS, MO, NH, NJ, NY, NC, OH, PA, RI, SC, TN, VT, VA, WV, and WI; *(2) Petroleum & by-products*, between ponts in NJ and PA. Suporting shipper(s): Kimber-Allen Petroleum Corp., 333 Main Street, Madison, NJ 07940; Elgene Tire Co., Milltown Road, Union, NJ 07083.

MC 167636 (Sub-1-1TA), filed May 23, 1983. Applicant: LORENZ TRUCKING, INC., 2706 New Albany Road, Cinnaminson, NJ 08077. Representative: Edwin R. Jonas III, Attorney at Law, Suite 24, 807 Haddon Avenue, Haddonfield, NJ 08033. *Contract carrier:* irregular route: *(1) Tires*, from Englewood, NJ, Scottsboro and Birmingham, AL, to Chicago, IL and points in OH, GA, and FL, under continuing contract(s) with Englewood Tire Co., Englewood, NJ;*(2) General commodities*, from Philadelphia, PA, to all points in the U.S. under continuing contract(s) with Liss Brothers, Philadelphia, PA;*(3) Tow Motors, Forklifts, engines, construction equipment and related parts and equipment*, between points in the U.S., under continuing contract(s) with Giles and Ransome Co., Cornwells Heights, PA. Supporting shipper(s): Englewood Tire Co., 375 Dean St., Englewood, NJ; Liss Brothers, Torresdale Ave., Philadelphia, PA; Giles and Ransome Co., Gallaway Rd., Cornwells Heights, PA.

MC 155236 (Sub-1-6TA), filed May 19, 1983. Applicant: POTTLE'S TRANSPORTATION, INC., Odlin Road, Bangor, ME 04401. Representative: Clifton E. Pottle, P.O. Box 164, Carmel, ME 04419. *General Commodities (except classes A and B explosives and commodities in bulk)* between points in the U.S. (except AK and HI) under continuing contract(s) with Ames Department Stores, Inc., Rocky Hill, CT. Supporting shipper: Ames Department Stores, Inc., 2418 Main Street, Rocky Hill, CT 06067.

MC 142114 (Sub-1-19TA), filed May 19, 1983. Applicant: RETAIL EXPRESS, INC., 36 South Main Street, Sharon, MA 02067. Representative: Frank M. Cushman, 5 Carbrey Avenue, Sharon, MA 02067. *General commodities (except Classes A and B explosives; hazardous waste, household goods as defined by the Commission, commodities in bulk and those requiring special equipment)* between points in CT, DE, DC, ME, MD, MA, NH, NJ, NY, PA, RI, VT, VA and WV, on the one hand, and, on the other between points in the U.S. (except to AK and HI). Supporting shipper(s): There are 9 statements of support with this application which may be examined at the ICC Regional Office, Boston, MA.

The following applications were filed in region 2. Send protests to: ICC, Fed. Res. Bank Bldg., 101 North 7th St., rm. 620, Philadelphia, PA 19106.

MC 124333 (Sub-II-14TA), filed May 16, 1983. Applicant: BAKER PETROLEUM TRANSPORTATION CO., INC., Pyles Lane, New Castle, DE 19720. Representative: Mr. Joseph F. Fogarty (same address as applicant). Contract, Irregular: *Petroleum & petroleum products, in bulk, in tank vehicles*, between points in DE, NJ and PA. Underlying ETA seeks 120 days authority. Supporting shipper: Ryder

Systems, Inc., 3600 N.W. 82nd Ave., Miami, FL 33166.

MC 167952 (Sub-2-1TA), filed May 9, 1983. Applicant: BARGER'S SPECIALIZED SERVICES, INC., 1045 Salem Avenue, Hagerstown, MD 21740. Representative: Gerald K. Gimmel, Suite 200, 444 N. Frederick Avenue, Gaithersburg, MD 20877. *Office equipment and supplies*, from Jersey City, NJ to DE, DC, MD, PA, VA, and WV, for 270 days. An underlying ETA seeks 120 days authority. Supporting shipper(s): Sidney L. Karp Company, 3294 Kennedy Blvd., Jersey City, NJ 07307.

MC 168065 (Sub-II-1TA), filed May 17, 1983. Applicant: ROBERT CHAVIS, t/a BOB CHAVIS TRUCKING CO., 1810 Joplin Ave., Richmond, VA 23224. Representative: Calvin F. Major, 200 West Grace St., Suite 115, Post Office Box 5010, Richmond, VA 23220. *Contract irregular: uncrated kitchen and bath cabinets and fixtures, hardware, lumber and plywood* between points in KY, OH, MD, DE, PA, NY, MA, NJ, VA, WV, NC, SC, GA, FL, TN, and DC, under continuing contracts with Richmond Lumber Co., Inc. *Supporting shipper:* Richmond Lumber Co., Inc., 4th & Maury St., Richmond, VA 23224.

MC 150845 (Sub-II-1TA), filed May 17, 1983. Applicant: FOE TRUCKING, INC., Post Office Box 12626, Roanoke, VA 24027. Representative: Calvin F. Major, 200 West Grace St., Post Office Box 5010, Richmond, VA 23220. *Liquid asphalt and asphalt products in bulk* from points in VA, SC, NC, TN, KY, MD to points in VA, WV. Supporting shippers: There are five (5) statements in support attached to this application which may be examined at the Philadelphia. Regional Office.

MC 167871C (Sub-II-1TA), filed May 7, 1983. Applicant: HALLEASE, INC., 822 Penn Ave., Sinking Spring, PA 19608. Representative: Lee E. High, P.O. Box 8551, Reading, PA 19603. *Passengers and their baggage, in charter operations*, and sightseeing tours, from Berks County, PA to points in NJ, NY, VA and DC. Supporting shipper(s): Sinking Spring Lions Club, P.O.B. 2058, Sinking Spring, PA 19608 Holy Guardian Angels Booster Club, 3121 Kutztown Rd., Laureldale, PA 19605.

MC 96854 (Sub-II-1TA), filed May 9, 1983. Applicant: LEWIS & MICHAEL, INC., 1827 Woodman Dr., Dayton, OH 45420. Representative: Boyd B. Ferris, 50 W. Broad St., Columbus, OH 43215. Household goods as defined by the Commission, between points in the U.S., for the account of the United States Government incident to the performance of a pack-and-crate service on behalf of the Department of Defense, for 270 days. An underlying ETA seeks 120 days authority. Supporting shipper(s): U.S. Air Force, Wright Patterson Air Force Base, OH, 2750 LS/DMTTH, Wright Patterson AFB, OH 45433.

MC 107012 (Sub-II-298TA), filed May 9, 1983. Applicant: NORTH AMERICAN VAN LINES, INC., 5001 U.S. Hwy, 30 West, P.O. Box 988, Fort Wayne, IN 46801. Representative: David D. Bishop (same as applicant). Contract irregular: *general commodities* (except Class A & B explosives and commodities in bulk) between points in the US under continuing contract(s) with ITT Corporation of New York, NY for 270 days. An underlying ETA seeks 120 days authority. Supporting shipper: ITT Corporation, 320 Park Avenue, New York, NY 10022.

MC 107012 (Sub-II-299TA), filed May 16, 1983. Applicant: NORTH AMERICAN VAN LINES, INC., 5001 U.S. Hwy. 30 West P.O. Box 988, Fort Wayne, IN 46801. Representative: David D. Bishop (same as applicant). Contract irregular: *household goods* between points in the US, under continuing contract(s) with Delta Air Lines, Inc., of Atlanta, GA for 270 days. An underlying ETA seeks 120 days authority. Supporting shipper: Delta Air Lines, Inc., Hartsfield Atlanta, International Airport, Atlanta GA 30320.

MC 107012 (Sub-II-300TA), filed May 16, 1983. Applicant: NORTH AMERICAN VAN LINES, INC., 5001 U.S. Hwy. 30 West, P.O. Box 988, Fort Wayne, IN 46801. Representative: David D. Bishop (same as applicant). Contract irregular: *household goods* between points in the US, under continuing contract(s) with Armco, Inc., of Middletown, OH, for 270 days. An underlying ETA seeks 120 days authority. Supporting shipper: Armco, Inc., 703 Curtis Street, Middletown, OH 45043.

MC 107012 (Sub-II-301TA), filed May 18, 1983. Applicant: NORTH AMERICAN VAN LINES, INC., 5001 U.S. Hwy. 30 West, P.O. Box 988, Fort Wayne, IN 46801. Representative: David D. Bishop (same as applicant). Contract irregular: *household goods* between points in the US, under continuing contract(s) with DeKalb AgResearch, Inc., of DeKalb, IL, for 270 days. An underlying ETA seeks 120 days authority. Supporting shipper: DeKalb AgResearch, Inc., 3100 Sycamore Road, DeKalb, IL 60115.

MC 107012 (Sub-II-302TA), filed May 18, 1983. Applicant: NORTH AMERICAN VAN LINES, INC., 5001 U.S. Highway 30 West, P.O. Box 988, Fort Wayne, IN 46801. Representative: Margaret S. Vegeler (same as applicant). Contract, irregular: *General commodities* (except classes A & B explosives and commodities in bulk) between points in the United States under continuing contract(s) with Modernfold, of New Castle, IN, and its divisions and subsidiaries, for 270 days. An underlying ETA seeks 120 days authority. Supporting shipper: Modernfold, 1711 I Avenue, New Castle, IN 47362.

MC 167602 (Sub-II-1TA), filed May 17, 1983. Applicant: OWNERS' EXPRESS COMPANY, 9260 Valley View Rd., Macedonia, OH 44056. Representative: Arthur E. Gogol, 7723 Greenwich Rd., Lodi, OH 44254. Contract carrier: Irregular routes: *Building materials (except commodities in bulk in tank vehicles)*, between Westlake and Medina, OH, on the one hand, and, on the other, points in the states of CT, DE, DC, ME, MD, MA, NH, NJ, NY, PA, RI, VT, VA, WV, for 270 days. An underlying ETA seeks 120 days authority. Supporting shipper(s): Donn Corp., 1000 Crocker Rd., Westlake, OH 44145.

MC 161503 (Sub-II-1TA), filed May 16, 1983. Applicant: RANDALL MOVERS, 13166 Morning Spring Lane, Fairfax, VA 22033. Representative: Robert L. Smith (same address as applicant). *Household goods, as defined by the Commission*, between points in NY, NJ, DE, MD, VA, WV, NC, SC, GA, and FL. Restricted to the transportation for the Department of Defense. An underlying ETA seeks 120 days authority. Supporting shipper(s): Department of Defense, U.S. Army Legal Services Agency, 5611 Columbia Pike, Falls Church, VA 22041.

The following applications were filed in Region 3. Send protests to: ICC, Regional Authority Center, Room 300, 1776 Peachtree Street, N.E., Atlanta, GA 30309.

MC 167910 (Sub-3-1-TA), filed May 20, 1983. Applicant: HOWARD DAVIS TRUCKING, INC., Route 2, Box 284, Vale, NC 28168. Representative: William L. Brown, 1100 Cameron-Brown Bldg., Charlotte, NC 28204. Contract: Irregular *Orange juice concentrate in bulk*, from the facilities of Southern Gold Citrus Products in Orlando, FL, to the facilities of Milkco, Inc. in Asheville, NC, under continuing contract with Milkco, Inc. Supporting shipper: Milkco, Inc., P.O. Box 16160, 220 Deaverview Road, Asheville, NC 28816.

MC 140126 (Sub-3-2TA), filed May 18, 1983. Applicant: PRITCHETT TRUCKING, INC., a Florida Corporation, 675 S.E. 6th Street, Lake Butler, FL 32054. Representative: Felix

A. Johnston, Jr., 1030 East Lafayette Street, Suite 112, Tallahassee, Florida 32301. *Road building and construction aggregates* between the states of GA and FL. Supporting shippers: Henry L. Trotman Co., P.O. Box 1129, Augusta, GA 30913; Nassau Utility Construction Co., Inc., P.O. Box 1169, Kingsland, GA 31548; Southeast Grading, Inc., P.O. Box 1528, Kingsland, GA 31548; D. E. Smith, Inc., P.O. Box 1799—U.S. 17 N.—Kingsland, GA 31548; and D & M Asphalt, Inc., U.S. 17 North—Kingsland, GA 31548.

MC 128117 (Sub-3-18TA), filed May 20, 1983. Applicant: NORTON-RAMSEY MOTOR LINES, INC., P.O. Box 896, Hickory, NC 28601. Representative: Francis J. Ortman, 4401 East West Highway, Suite 404, Bethesda, MD 20814. *New furniture and furniture parts,* from points in Knox County, TN to points in AR, LA, OK and TX. Supporting shipper: Silver Manufacturing Company, Inc., P.O. Box 2748, Knoxville, TN 37901.

MC 167996 (Sub-3-1TA), filed May 19, 1983. Applicant: B. J. TOURS, INC., 1 Van Tassel Drive, Lindale, GA 30147. Representative: Randy D. Broadway, 1438 B Old Cedartown Rd., S.E., Lindale, GA 30147. *Passengers in charter and special operations,* beginning and ending at points in Floyd County, GA and extending to points in the US (excluding HI and AK). The Travel Center, Box 33, Riverbend Mall, Rome, GA 30161 World Travel Agency, 430 Broad St., P.O. Box 1393, Rome, GA 30161.

MC 2934 (Sub-3-77TA), filed May 23, 1983. Applicant: AERO MAYFLOWER TRANSIT COMPANY, INC., 9998 North Michigan Road, Carmel, Indiana 46032. Representative: W. G. Lowry (Same as above). *Contract:* Irregular; *Computer power centers, computerized power sustaining units, trade show materials, and household goods;* between Los Angeles, CA and all points within the U.S. (excluding AK and HI), under continuing contracts with Emergency Power Engineering, Inc., 3580 Cadillac Avenue, Costa Mesa, CA. Supporting shipper: Emergency Power Engineering, Inc., 3580 Cadillac Avenue, Costa Mesa, CA.

MC 67500 (Sub-3-4TA), filed May 23, 1983. Applicant: BLUE RIDGE TRUCKING COMPANY INC., Sweeten Creek Road, P.O. Box 5118, Asheville, NC 28813 Representative: Terrell Price, Registered Practitioner, 800 Briar Creek Rd., Ste. DD504, Charlotte, NC 28205. *Wooden Accents, Wooden Furniture, and Home Furnishings* between Asheville, NC and Mountain City, TN and its commercial zone. Supporting shippers: Charleston Forge, Division of Hearthstone Enterprises, Inc., Rt. 6, Box 41-A, Boone, NC 28607 and Hart-Well Wood Products, Inc., Rt. 3, Box 108-A, Mountain City, TN 37683.

Note.—Applicant intends to tack with authority held in MC-67500 and to interline at Asheville, NC.

MC 146633 (Sub-3-1TA), filed May 20, 1983. Applicant: TOWING SERVICES OF USA, INC., 4590 126 Ave. North, Clearwater, FL 33520. Representative: Kim G. Meyer, Suite 1006, 225 Peachtree St., NE., Atlanta, GA 30303. *Contract:* Irregular; *General commodities (except classes A and B explosives, household goods and commodities in bulk),* between points in the United States (except AK and HI) under continuing contract(s) with Highway Marketing & Sales, Inc., of Ellenwood, GA. Supporting shipper: Highway Marketing & Sales, Inc., 4868 Highway 12, Suite E, Ellenwood, GA 30049.

MC 168225 (Sub-3-1TA), filed May 24, 1983. Applicant: BILLY JOE KIVETTE d.b.a. KIVETTE TRUCKING CO., Route 1, Box 257A, West Point, GA 31833. Representative: Archie B. Culbreth, Suite 570, 2200 Century Parkway, Atlanta, GA 30345. *Sand, crushed stone, asphalt and fill dirt,* between points in GA, on the one hand, and, on the other, points in AL. Supporting shippers: Reeves Construction Co., Inc., P.O. Box 1326, LaGrange, GA 30241 and Henderson Redi Mix, Crystal Springs Road, Lanett, AL 36863.

MC 134257 (Sub-3-1TA, filed May 24, 1983. Applicant: CARROLL'S TRANSFER, INC., P.O. Box 265, Dublin, NC 28332. Representative: Ralph McDonald, Attorney at Law, P.O. Box 2246, Raleigh, NC 27602. *General commodities (except Classes A and B explosives, household goods, and commodities in bulk)* between the facilities of Acme Transformer, Division of Acme Electric Corporation in Robeson County, NC on the one hand, and, on the other, Carlstadt, NJ, Dallas, TX, Salt Lake City, UT, Carritos, CA, Chicago, IL, and Cuba, NY. Supporting shipper(s): Acme Transformer, Division Acme Electric Corporation, Route 4, Box 54, Lumberton, NC 28358.

MC 168106 (Sub-3-1TA), filed May 17, 1983. Applicant: GLENDA D. EVANS, d.b.a. EVANS TRUCKING COMPANY, P.O. Box 194, Route #1, Delano, Tennessee 37325. Representative: M. C. Ellis, c/o Chattanooga Freight Bureau, Inc., 1001 Market Street, Chattanooga, TN 37402. *Contract carrier;* irregular; *granulated slag* from points in Polk County, TN to points in AL, FL, GA, KY, NC, OH, SC, TN, VA and WV under continuing contract(s) with Apache-Blast, Inc. of Copperhill, TN. Supporting shipper: Apache-Blast, Inc., P.O. Box 428, Copperhill, TN 37317.

The following applications were filed in region 5. Send protest to: Consumer Assistance Center, Interstate Commerce Commission, 411 West 7th Street, Suite 500, Fort Worth, TX 76102.

MC 79658 (Sub-5-21TA), filed May 24, 1983. Applicant: ATLAS VAN LINES, INC., P.O. Box 509, Evansville, IN 47711. Representative: Michael L. Harvey (same as above). Contract, Irregular; Household goods between points in the U.S. (exclusive of AK and HI). Supporting shipper: Zenith Radio Corporation, Chicago, IL.

MC 79658 (Sub-5-22TA), filed May 24, 1983. Applicant: ATLAS VAN LINES, INC., P.O. Box 509, Evansville, IN 47711. Representative: Michael L. Harvey (same as above). Contract, Irregular; Household goods between points in the U.S. (exclusive of AK and HI). Supporting shipper: FMC Corporation, Chicago, IL.

MC 128878 (Sub-5-1TA), filed May 24, 1983. Applicant: SERVICE TRUCK LINE, INC., P.O. Box 5518, Bossier City, LA 71111. Representative: C. Wade Shemwell (same as above). Contract; Irregular. *Lumber and related articles, building materials and materials and supplies used in the manufacture thereof,* between points in the U.S. Supporting shipper; Manville Forest Products Corporation, West Monroe, LA.

MC 144514 (Sub-5-2TA), filed May 24, 1983. Applicant: J & M ENTERPRISES, LTD., Box 3145, Des Moines, IA 50316. Representative: Richard D. Howe, 600 Hubbell Building, Des Moines, IA 50309. *Food and related products,* between Sioux Falls, SD; Crete, NE; and points in IA, on the one hand, and, on the other, points in the U.S. in and east of WI, IL, MO, AR, and LA. Supporting shippers: Carriage House Meat and Provision Company, Incorporated, Ames, IA; W & G Marketing Co., Inc., Ames, IA.

MC 165658 (Sub-5-2TA), filed May 24, 1983. Applicant: COMMERCIAL ENTERPRISES LTD., 11128 John Galt Blvd., #510, Omaha, NE 68137. Representative: James F. Crosby & Associates, 7363 Pacific Street, #210B, Omaha, NE 68114. *Such commodities as are used and distributed by grocery stores,* from points in the U.S. (except AK and HI), to Norfolk, NE. Supporting shipper: Affiliated Foods Cooperative, Inc., Norfolk, NE.

MC 168056 (Sub-5-1TA), filed May 24, 1983. Applicant: C. EDWARDS, INC., 310 Drumcliffe, Houston, Texas 77015.

Representative: Joe G. Fender, 9601 Katy Freeway, Suite 320, Houston, Texas 77024. Contract, Irregular: *steel drums* between Harris County, TX, on the one hand, and points in AR, LA, and OK on the other; *heating and air conditioning equipment* between Sebastian County, AR, on the one hand, and points in OK, LA and TX on the other. Supporting shipper: Rheem Manufacturing Company, Houston, Texas.

MC 168192 (Sub-5-1TA), filed May 23, 1983. Applicant: QUALITY TRANSPORT OF IOWA, INC., 1301 Grand Avenue, Des Moines, IA 50309. Representative: William L. Fairbank, 2400 Financial Center, Des Moines, IA 50309. *General commodities (except Classes A and B explosives, household goods and commodities in bulk)* between points in IA, on the one hand, and, on the other, points in the U.S. in and east of ND, SD, NE, KS, OK and TX. Supporting shippers: five.

MC 168193 (Sub-5-1TA), filed May 23, 1983. Applicant: LONGVIEW LIMOUSINE & AIR FREIGHT SERVICE, INC., P.O. Box 8171, Longview, TX 75607. Representative: Billy R. Reid, 1721 Carl Street, Fort Worth, TX 76103. *Automobile parts, and materials, equipment and supplies used in the manufacture, assembly and distribution of motor vehicles*, between the General Motors Corporation assembly facilities at Shreveport, LA, on the one hand, and on the other, points in the U.S. (except AK & HI). Supporting shipper: General Motors Corporation, Truck & Bus Manufacturing Div., Shreveport, LA.

MC 168213 (Sub-5-1 TA), filed May 24, 1983. Applicant: JOEL WIRTH d.b.a. JOEL'S MOBILE HOME SERVICE, 2611 East 2nd St., Sioux City, IA 51102. Representative: George L. Hirschbach, P.O. Box 155, South Sioux City, NE 68776. *Mobile Homes* between points in IA, MN, NE and SD. Supporting shippers(s): Holiday Village Inc., Sioux City, IA, Lake Village, South Sioux City, IA, Martin Evergreen Village, Sioux City, IA.

MC 168215 (Sub-5-1 TA), filed May 24, 1983. Applicant: METL-SPAN CORPORATION, 2422 Butler Street, Dallas, TX 75235. Representative: Wayland Little, 617 Medina Dr., Lewisville, TX 75067. Contract, Irregular: *Machinery and/or parts thereof*, between Addison, IL, on the one hand, and, on the other, points in AR, KS, LA, MO, OK, and TX. Supporting shipper: Krack Corporation, Addison, IL.

The following applications were filed in region 6. Send protests to: Interstate Commerce Commission, Region 6 Motor Carrier Board, 211 Main St., Suite 501, San Francisco, CA 94105.

MC 168301 (Sub-6-1 TA), filed May 26, 1983. Applicant: THOMAS BOUCHER AND CARMEN BOUCHER FINNEMAN d.b.a. BOUCHER TRUCKING, Box 830, Valier, MT 59486. Representative: Carmen Boucher Finneman (same address as applicant). *Fertilizer*, between points in WA, ID and MT for 270 days. Supporting shipper: Farmer Union Grain Terminal Assn. P.O. Box 671, Great Falls, MT 59403.

MC 41098 (Sub-6-30 TA), filed May 26, 1983. Applicant: GLOBAL VAN LINES, INC., One Global Way, Anaheim, CA 92803. Representative: Alan F. Wohlstetter, 1700 K St., NW., Washington, D.C. 20006. *Contract carrier*, irregular routes, *Household goods* between points in the U.S. for 270 days. Supporting shipper: Geo. A. Hormel & Conpany, P.O. Box 800, Austin, MN 55912, and subsidiaries.

MC 115904 (Sub-6-3TA), filed May 26, 1983. Applicant: GROVER TRUCKING CO., 1710 W. Broadway, Idaho Falls, ID 83402. Representative: Timothy R. Stivers, P.O.B. 1576, Boise, ID 83701. *Construction materials and machinery, and equipment, materials and supplies* used in the manufacture and distribution thereof, between points in ID on the one hand, and, on the other, points in WI, for 270 days. [An underlying ETA seeks 120 days authority.] Supporting shipper(s): Bucyrus-Erie Co., P.O.B. 2614, Pocatello, ID 83201.

MC 168266 (Sub-6-1TA), filed May 25, 1983. Applicant: ROBERT L. HANSON, d.b.a. HANSON TRUCKING, 2204 Woodlawn, Missoula MT 59801. Representative: (Same as Applicant). *Contract Carrier*, Irregular Routes, *Chemicals and Related Products*. Between points in and between MT, ID, WA, OR, WY, CO, ND, SD, NE, KA, IL, and IA for 270 days. An under lying ETA seeks 120 days authority. Supporting shipper: Transbas, C/O Yellowstone Valley Chemical Co., P.O.B. 957, Billings, MT 59103.

MC 135679 (Sub-6-1TA), filed May 26, 1983. Applicant: FRANK E. HICKS TRUCKING, INC., 5830 Mayhew Road, P.O.B. 26103, Sacramento, CA 95826. Representative: Ellis Ross Anderson, 100 Bush St., Suite 410, San Francisco, CA 94104. *Asphalt emulsions (slurry seal or slurry mix)* between Elk Grove, CA and points in NV for 270 days. An underlying ETA seeks 120 days authority. Supporting shipper: Conoco, Inc., 555 17th St., Denver, CO 80202.

MC 117201 (Sub-6-8TA), filed May 25, 1983. Applicant: INTERSTATE DISTRIBUTOR CO., 8311 Durango S.W., Tacoma, WA 98499. Representative: George R. LaBissoniere, 15 S. Grady Way, Suite 239, Renton, WA 98055. *Contract*, irregular *such commodities as are dealt in by wholesale and retail department, grocery and home improvement stores* between points in the U.S. (excluding AK and HI) for 270 days. Supporting shipper: Pay'n Save Corporation, 1511—6th Ave., Seattle, WA 98101.

MC 168302 (Sub-6-1TA), filed May 26, 1983. Applicant: J&W TRUCK LINES, 1989 Supreme Dr., San Jose, CA, 95148. Representative: Terry L. Jackson, P.O. Box 51122, San Jose, 95122. *Contract*, irregular; *Motor oils*, between, CA, OR, AZ, NV and WA for 270 days. Supporting shipper: Mouren-Lauren Oil Co., 641 East Compton Blvd., Compton, CA 90020.

MC 147201 (Sub-6-1TA), filed May 24, 1983. Applicant: MARLOR ENTERPRISES, LTD, #17-1583 Pemberton Ave., North Vancouver, B.C. V7P2S4. Representative: Don Garrison, P.O.B. 1065, Fayetteville, AR 72702. *Contract* irregular *General Commodities* (except household goods, classes A and B explosives and commodities in bulk)—Between points in the U.S. (except AK and HI), for 270 days. Supporting shipper: Continental Traffic Services, P.O.B. 4385, Springfield, MO 65808.

MC 146798 (Sub-6-5TA), filed May 26, 1983. Applicant: SULLIVAN TRUCKING, INC., 1340 Umatilla, Denver, CO 80204. Representative: Richard P. Kissinger, 50 S. Steele, Suite 330, Denver, CO 80209. *Food and Related Items* between points in CA, NE, TX and WA, for 270 days. An underlying ETA seeks 120 days authority. Supporting shipper: Jersey Meat & Provision Co., Inc., 4500 Alcoa Avenue, Vernon, CA 90058.

MC 167892 (Sub-6-1TA), filed May 24, 1983. Applicant: LEE TRAYNHAM TRUCKING, INC., Route 1, Box 91, Arbuckle, CA 95912. Representative: Terry Bressler, P.O. Box 769, Arbuckle, CA 95912. (1) *Agricultural Fertilizer Chemicals, Minerals* and *Related Equipment, Materials* and *Supplies*, between CA, NV and OR, for 270 days. Supporting shippers: J. R. Simplot Company, P.O. Box 198, 16777 S. Howland Lathrop CA 95330; H.J. Baker & Bro., Inc., 4969 E. Clinton Ave., Suite 119, Fresno, CA 93727.

MC 168227 (Sub-6-1TA), filed May 24, 1983. Applicant: LUTHER J. SUTHERLAND, d.b.a. UINTAH TOWING SERVICE, 6600 South Hwy. 89, Uinta, UT 84403. Representative: Frank S. Warner, 543 25th St., Ogden, UT 84403. *Mobile homes* and related supplies and materials, between points in AZ, CO, ID, NV, UT, and WY, for 270 days. An underlying ETA seeks

authority for 120 days. Supporting shippers: There are 5 shippers. Their statements may be examined in the office listed.

MC 167798 (Sub-6-1TA), filed May 20, 1983. Applicant: EARL'S DISTRIBUTING 3305 Latimer, Missoula, MT 59801. Representative: Jeremy G. Thane, P.O.B. 4747, Missoula, MT 59806. *Contract*, irregular, *wine, beer, bottled water and institutional foods* from points in CA, ID, OR, and WA to Great Falls, MT; Helena, Kalispell, and Shelby, MT for 270 days. An underlying ETA seek 120 days authority. Supporting shippers: Fun Beverage, P.O.B. 234, Kalispell, MT; Zeke's Distributing, Inc., P.O.B. 145, Helena, MT; and Pennington's, Inc., P.O.B. 2546, Great Falls, MT 59403.

MC 168212 (Sub-6-1TA), filed May 23, 1983. Applicant: CURTIS B. JOHNSTON, 2187 Horseshoe Lake Rd., St. Paul, OR 97137. Representative: (Same as applicant). *Contract carrier*, Irregular routes: *Food and related products*, between points in OR and WA, for 270 days. Supporting shipper: Carnico, 3100 Paterson Road, Riverbank, CA 95367.

MC 168211 (Sub-6-1 TA), filed May 23, 1983. Applicant: J.J. MOORE TRUCKING LTD., 934 Canyon Court, Coquitlam, CD B.C. V3J 5Y2. REPRESENTATIVE: J. Bruneau (same as applicant). *Contract carrier*: irregular route. *Agriculture fertilizer*, between Lynden, WA and points in B.C., and Alberta, CD for 270 days. Supporting shipper: Wolfkill Feed and Fertilizer Corp., 403-1st Street, Lynden, WA 98264.

MC 168188 (Sub-6-TA), filed May 20, 1983. Applicant: GARY MARSHALL d.b.a. NATIONAL LIVESTOCK EQUIPMENT & SUPPLIES, Rt. 87, No. of Buffalo, Buffalo, WY 82834. Representative: Jacqueline M. Howery (same address as applicant). *Passengers* in special and charter operation between points in WY and MT for 270 days. Supporting shipper: Buffalo Chamber of Commerce, 55 N. Main St., Buffalo, WY 82834.

MC 730 (Sub-6-24TA), filed May 23, 1983. Applicant: PACIFIC INTERMOUNTAIN EXPRESS CO., P.O.B. 8004, Walnut Creek, CA 94596. Representative: R.E. Allish (same address as above). *Contract carrier*: irregular: *General Commodities* (except Classes A and B explosives, household goods and commodities in bulk) from all points in the U.S. to Price Company warehouses in CA and AZ for 270 days. Supporting shipper: The Price Company, 2657 Ariane Dr.) San Diego, CA 92117.

Agatha L. Mergenovich,

Secretary.

[FR Doc. 83-15043 Filed 6-3-83; 8:45 am]

BILLING CODE 7035-01-M

Motor Carriers; Approved Exemptions

AGENCY: Interstate Commerce Commission.

ACTION: Notices of Approved Exemptions.

SUMMARY: The motor carriers shown below have been granted exemptions pursuant to 49 U.S.C. 11343(e), and the Commission's regulations in Ex Parte No. 400 (Sub-No. 1), *Procedures for Handling Exemptions Filed by Motor Carriers of Property Under 49 U.S.C. 1343*, 367 I.C.C. 113 (1982), 47 FR 53303 (November 24, 1982).

DATES: The exemptions will be effective on July 6, 1983. Petitions for reconsideration must be filed by June 27, 1983. Petitions for stay must be filed by June 16, 1983.

FOR FURTHER INFORMATION CONTACT: Warren C. Wood, (202) 275-7977.

SUPPLEMENTARY INFORMATION: For further information, see the decision(s) served in the proceeding(s) listed below. To purchase a copy of the full decision contact: TS Infosystems, Inc., Room 2227, 12th and Constitution Ave., NW, Washington, DC 20423; or call (202) 289-4357 in the DC metropolitan area; or (800) 424-5403 Toll-free outside the DC area.

Agatha L. Mergenovich,

Secretary.

[No. MC-F-15094]

L.W. Simpson and Joseph Simpson—Continuance in control exemption—Cross Country Corp., and Mid Seven Transportation Company

ADDRESSES: Send pleadings to: (1) Motor Section, Room 2139, Interstate Commerce Commission Washington D.C. 20423 and (2) Petitioner's representative William L. Fairbank, 2400 Financial Center Des Moines, Iowa 50309. Pleadings should refer to No. MC-F-15094.

Decided: May 25, 1983.

Under 49 U.S.C. 11343(e), The Interstate Commerce Commission exempts from the requirement of prior review and approval under 49 U.S.C. 11343(b)(2), the continuance in control of Cross Country, Corp., and Mid Seven Transportation Company by L.W. Simpson and Joseph Simpson and family.

By the Commission, Division 2, Commissioners Gradison, Taylor, and Sterrett. Commissioner Taylor is assigned to this Division for the purpose of resolving tie votes. Since there was no tie in this matter, Commissioner Taylor did not participate.

[No. MC-F-15157]

Alaska Terminals, Inc.—Control Exemption—Alaska SeaVan, Inc.

ADDRESSES: Send pleadings to: (1) Motor Section, Room 2139, Interstate Commerce Commission, Washington, D.C. 20423 and (2) Petitioners' representative J.G. Dail, Jr. P.O. Box LL, McLean, VA 22101. Pleadings should refer to No. MC-F-15157.

Decided: May 27,1983.

Under 49 U.S.C. 11343(e), the Interstate Commerce Commission exempts from the requirement of prior review and approval under 49 U.S.C. 11343(a)(3) the acquisition of control of Alaska SeaVan, Inc. (No. MC-136038), a regulated carrier doing business as Mitchell Moving and Storage, by Alaska Terminals, Inc. (No. MC-118491), through purchase by Alaska Terminals of all capital stock of Alaska SeaVan from Golden North Van Lines, Inc. (No. MC-140586).

By the Commission, Division 1, Commissioners Andre, Taylor, and Sterrett. Commissioner Taylor is assigned to this Division for the purpose of resolving tie votes. Since there was no tie in this matter, Commissioner Taylor did not participate.

[No. MC-F-15168]

Transport America, Inc.—Purchase Exemption—Chicago-St. Louis Transport Co.

ADDRESSES: Send pleadings to: (1) Motor Section, Room 2139, Interstate Commerce Commission, Washington, D.C. 20423 and (2) Petitioners representative, James C. Hardman, Suite 2108, 33 N. LaSalle St. Chicago, IL 60602. Pleadings should refer to No. MC-F-15168.

Decided: May 27, 1983.

Under 49 U.S.C. 11343(e), the Interstate Commerce Commission exempts from the requirement of prior review and approval under 49 U.S.C. 11343(a)(2), the purchase by Transport America, Inc., of a portion of the operating rights of Chicago-St. Louis Transport Co. i.e., Certificate Nos. MC-134493, (Sub-No. 9) X and MC-134493, authorizing (over regular routes) the transportation of (1) general commodities (with exceptions), between Chicago, IL and St. Louis, MO, and (2)

food and related products, and machinery, between St. Louis, MO and Waukegan, IL.

By the Commission, Division 2, Commissioners Gradison, Taylor, and Sterrett. Commissioner Taylor is assigned to this Division for the purpose of resolving tie votes. Since there was no tie in this matter, Commissioner Taylor did not participate.

[FR Doc. 83-15034 Filed 6-3-83; 8:45 am]

BILLING CODE 7035-01-M

Motor Carriers; Decision-Notice; Finance Applications

As indicated by the findings below, the Commission has approved the following applications filed under 49 U.S.C. 10924, 10926, 10931 and 10932.

We find:

Each transaction is exempt from section 11343 of the Interstate Commerce Act, and complies with the appropriate transfer rules.

This decision is neither a major Federal action significantly affecting the quality of the human environment nor a major regulatory action under the Energy Policy and Conservation Act of 1975.

Petitions seeking reconsideration must be filed within 20 days from the date of this publication. Replies must be filed within 20 days after the final date for filing petitions for reconsideration; any interested person may file and serve a reply upon the parties to the proceeding. Petitions which do not comply with the relevant transfer rules at 49 CFR 1181.4 may be rejected.

If petitions for reconsideration are not timely filed, and applicants satisfy the conditions, if any, which have been imposed, the application is granted and they will receive an effective notice. The notice will recite the compliance requirements which must be met before the transferee may commence operations.

Applicants must comply with any conditions set forth in the following decision-notices within 20 days after publication, or within any approved extension period. Otherwise, the decision-notice shall have no further effect.

It is ordered:

The following applications are approved, subject to the conditions stated in the publication, and further subject to the administrative requirements stated in the effective notice to be issued hereafter.

By the Commission, Review Board Number 3, Members Krock, Joyce, and Dowell.

Agatha L. Mergenovich,

Secretary.

Please direct status inquiries to Team 4 at (202) 275-7669.

Volume No. OP4-FC-334

MC-FC-81482, filed May 18, 1983. By decision of May 25, 1983, issued under 49 U.S.C. 10926 and the transfer rules at 49 CFR 1181, Review Board Number 3 approved the transfer to Reliable Crane and Rigging, Inc., d.b.a. Wilkins Draying Co., Sacramento, CA, of Certificate No. MC-69827, issued January 23, 1963, to Wilkins Draying Co., Sacramento, CA, authorizing the transportation of machinery, telephone poles and cables, and construction and building equipment, materials and supplies, between points within 85 miles of Sacramento, CA. Representative: Ellis Ross Anderson, 100 Bush St., Suite 410, San Francisco, CA 94104, (415) 421-6743.

[FR Doc. 83-15035 Filed 6-3-83; 8:45 am]

BILLING CODE 7035-01-M

[Ex Parte No. 431]

Rail Carriers; Adoption of Uniform Rail Costing System for Determining Variable Cost for Jurisdictional Threshold and Surcharge Purposes

AGENCY: Interstate Commerce Commission.

ACTION: Extension of time to file comments on adoption of Commission's new Uniform Railroad Costing System.

SUMMARY: In the **Federal Register** notice of February 1, 1983 (48 FR 4562) the due date established for comments on the adoption of the Uniform Railroad Costing System for specific regulatory functions was June 1, 1983. At the request of the Association of American Railroads, Edison Institute and other parties the due date has been postponed to September 28, 1983.

DATE: Comments are due September 28, 1983.

ADDRESS: Send an original and 10 copies of any comments to: Office of the Secretary, Interstate Commerce Commission, Washington, D.C. 20423.

FOR FURTHER INFORMATION CONTACT: Leslie J. Selzer at (202) 275-7627.

Dated: May 25, 1983.

By the Commission, Reese H. Taylor, Jr., Chairman.

Agatha L. Mergenovich,

Secretary.

[FR Doc. 83-15038 Filed 6-3-83; 8:45 am]

BILLING CODE 7035-01-M

[Docket No. AB-6 (Sub-147)]

Rail Carriers; Burlington Northern Railroad Co.—Abandonment—in Stevens and Pope Counties, MN; Findings

The Commission has issued a certificate authorizing Burlington Northern Railroad Company to abandon its line of railroad known as the Morris to Starbuck line extending from railroad milepost 86.00 near Morris, to milepost 67.00, at the end of the line near Starbuck, a distance of 19 miles to Stevens and Pope Counties, MN. The abandonment certificate will become effective 30 days after this publication unless the Commission also finds that: (1) a financially responsible person has offered financial assistance (through subsidy or purchase) to enable the rail service to be continued; and (2) it is likely that the assistance would fully compensate the railroad.

Any financial assistance offer must be filed with the Commission and served concurrently on the applicant, with copies to Mr. Louis E. Gitomer, Room 5417, Interstate Commerce Commission, Washington, DC 20423, no later than 10 days from publication of this Notice. Any offer previously made must be remade within this 10 day period.

Information and procedure regarding financial assistance for continued rail service are continued in 49 U.S.C. 10905 and 49 CFR 1152.27.

Agatha L. Mergenovich,

Secretary.

[FR Doc. 83-15037 Filed 6-3-83; 8:45 am]

BILLING CODE 7035-01-M

[Docket No. AB-31 (Sub-7)]

Rail Carriers; Grand Trunk Western Railroad Co.—Abandonment—in Huron County, MI; Findings

The Commission has issued a certificate authorizing Grand Trunk Western Railroad Company to abandon its 6.79 mile rail line between Pigeon, MI (milepost 92.84) and Caseville, MI (milepost 99.63) in Huron County, MI. The abandonment certificate will become effective 30 days after this publication unless the Commission also finds that: (1) a financially responsible person has offered financial assistance (through subsidy or purchase) to enable the rail service to be continued; and (2) it is likely that the assistance would fully compensate the railroad.

Any financial assistance offer must be filed with the Commission and served concurrently on the applicant, with copies to Mr. Louis E. Gitomer, Room 5417, Interstate Commerce Commission,

Washington, DC 20423, no later than 10 days from publication of this Notice. Any offer previously made must be remade within this 10 day period.

Information and procedures regarding financial assistance for continued rail service are contained in 49 U.S.C. 10905 and 49 CFR 1152.27.

Agatha L. Mergenovich,

Secretary.

[FR Doc. 83-15036 Filed 6-3-83; 8:45 am]

BILLING CODE 7035-01-M

[I.C.C. Order No. P-54]

Passenger Train Operation

To: Union Pacific Railroad Company

It appearing, that the National Railroad Passenger Corporation (Amtrak) has established through passenger train service between Seattle, Washington and Los Angeles, California. The operation of these trains requires the use of the tracks and other facilities of Southern Pacific Transportation Company (SP). A portion of the SP tracks at Heather, Oregon, are temporarily out of service because of a derailment. An alternate route is available via the Union Pacific Railroad Company between Oregon Trunk Junction and Portland, Oregon.

It is the opinion of the Commission that the use of such alternate route is necessary in the interest of the public and the commerce of the people; that notice and public procedure herein are impracticable and contrary to the public interest; and that good cause exists for making this order effective upon less than thirty days' notice.

It is ordered,

(a) Pursuant to the authority vested in me by order of the Commission decided April 29, 1981, and of the authority vested in the Commission by Section 402(c) of the Rail Passenger Service Act of 1970 (45 USC 562(c)), the Union Pacific Railroad Company (UP), is directed to operate trains of the National Railroad Passenger Corporation (Amtrak) between Oregon Trunk Junction, Oregon, and a connectin with Southern Pacific Transportation Company (SP) at Portland, Oregon.

(b) In executing the provisions of this order, the common carriers involved shall proceed even though no agreements or arrangements now exist between them with reference to the compensation terms and conditions applicable to said transportation. The compensation terms and conditions shall be, during the time this order remains in force, those which are voluntarily agreed upoon by and between said carriers; or upon failure of the carriers to so agree, the compensation terms and conditions shall be as hereafter fixed by the Commission upon petition of any or all of the said carriers in accordance with pertinent authority conferred upon it by the Interstate Commerce Act and by the Rail Passenger Service Act of 1970, as amended.

(c) *Application.* The provisions of this order shall apply to intrastate, interstate and foreign commerce.

(d) *Effective date.* This order shall become effective at 7:30 a.m., May 24, 1983 (EDT).

(e) *Expiration date.* The provisions of this order shall expire at 11:59 p.m., May 25, 1983, unless otherwise modified, amended, or vacated by order of this Commission.

This order shall be served upon Union Pacific Railroad Company and upon National Railroad Passenger Corporation (Amtrak), and a copy of this order shall be filed with the Director, Office of the Federal Register.

Issued at Washington, D.C., May 24, 1983.

Interstate Commerce Commission.

Bernard Gaillard,

Acting Director, Office of Compliance and Consumer Assistance.

[FR Doc. 83-15032 Filed 6-3-83; 8:45 am]

BILLING CODE 7035-01-M

Water Carrier; Temporary Authority Application

The following were filed with the Regional Offices. Petition for Reconsideration is to be filed, within 20 days of this publication with the Regional Office noted in each caption summary. Replies to petition may be filed within 20 days of the date petition is filed.

The following application was filed in region 2. Send protests to: ICC, Fed. Res. Bank Bldg., 101 North 7th St., Rm. 620, Philadelphia, Pa 19106; WC 1291 (Sub-II-3 TA), filed May 4, 1983. Applicant: ALUMINA TRANSPORT CORP., 6600 West Broad St., Richmond, VA 23261. Representative: Norman J. Philion, III, 1920 N Street NW., Washington D.C. 20036. *Ammonium Sulfate, in bulk*, from Hopewell, VA to Stockton, CA via the Panama Canal, under a continuing contract(s) with Allied Corporation, for 180 days. Supporting shipper: Allied Corporation, Morristown, NJ.

Agatha L. Mergenovich,

Secretary.

[FR Doc. 83-15033 Filed 6-3-83; 8:45 am]

BILLING CODE 7035-01-M

[Ex Parte No. 347 (Sub-1)]

Nationwide Coal Rate Guidelines; Extension of Time To File Comments

AGENCY: Interstate Commerce Commission.

ACTION: Extension of time to file comments to notice of proposed policy.

SUMMARY: In the **Federal Register** notice of April 26, 1983 (48 FR 18918) the due date established for comments on ratemaking issues was postponed to June 13, 1983. At the request of the Edison Electric Institute and other parties the due date has been further postponed by 45 days to July 28, 1983.

DATE: Comments are due July 28, 1983.

ADDRESS: Send an original and 10 copies of any comments to: Office of the Secretary, Interstate Commerce Commission, Washington, DC 20423.

FOR FURTHER INFORMATION CONTACT: Leslie J. Seizer at (202) 275-7627.

Dated: May 25, 1983.

For the Commission, Reese H. Taylor, Jr., Chairman.

Agatha L. Mergenovich,

Secretary.

[FR Doc. 83-15030 Filed 6-3-83; 8:45 am]

BILLING CODE 7305-01-M

NUCLEAR REGULATORY COMMISSION

Advisory Committee on Reactor Safeguards, Subcommittee on Committee Activities; Meeting

The ACRS Subcommittee on Committee Activities will hold a meeting on June 22, 1983, at Scripps Institution of Oceanography, Room 114, Administrative Building, 8602 La Jolla Shores Drive, La Jolla, Calif. The Subcommittee will disucss the future scope and direction of ACRS activities.

In accordance with the procedures outlined in the **Federal Register** on October 1, 1982 (47 FR 43474), oral or written statements may be presented by members of the public, recordings will be permitted only during those portions of the meeting when a transcript is being kept, and questions may be asked only by members of the Subcommittee and its Staff. Persons desiring to make oral statements should notify the cognizant Designated Federal Employee as far in advance as parcticable so that appropriate arrangements can be made to allow the necessary time during the meeting for such statements.

The entire meeting will be open to public attendance.

The agenda for subject meeting will be as follows: *Wednesday, June 22, 1983—8:30 a.m. until the conclusion of business.*

The Subcommittee members will exchange views regarding the future scope and direction of Committee activities.

Further information regarding topics to be discussed, whether the meeting has been cancelled or rescheduled, the Chairman's ruling on requests for the opportunity to present oral statements and the time allotted therefor can be obtained by a prepaid telephone call to the cognizant designated Federal Employee, Mr. Marvin C. Gaske (telephone 202/634-3265) between 8:15 a.m. and 5:00 p.m., EDT.

Dated: May 31, 1983.

John C. Hoyle,

Advisory Committee Management Officer.

[FR Doc. 83-15067 Filed 6-3-83; 8:45 am]

BILLING CODE 7590-01-M

[Docket Nos. 50-443-OL & 50-444-OL; Public Service Company of New Hampshire, et al.; Seabrook Station, Units 1 and 2]

Assignment of Atomic Safety and Licensing Appeal Board

Notice is hereby given that, in accordance with the authority conferred by 10 CFR 2.787(a), The Chairman of the Atomic Safety and Licensing Appeal Panel has assigned the following panel members to serve as the Atomic Safety and Licensing Appeal Board for this operating license proceeding: Alan S. Rosenthal, Chairman; Gary J. Edles; Howard A. Wilber.

Dated: May 31, 1983.

C. Jean Shoemaker,

Secretary to the Appeal Board.

[FR Doc. 83-15069 Filed 6-3-83; 8:45 am]

BILLING CODE 7590-01-M

[Docket No. 50-302]

Florida Power Corporation, et al.; Consideration of Issuance of Amendment to Facility Operating License and Proposed No Signficant Hazards Consideration Determination and Opportunity for Hearing

The U.S. Nuclear Regulatory Commission (the Commission) is considering issuance of an amendment to Facility Operating License No. DPR-72, issued to Florida Power Corporation, City of Alachua, City of Bushnell, City of Gainesville, City of Kissimmee, City of Leesburg, City of New Smyrna Beach and Utilities Commission, City of New Smyrna Beach, City of Ocala, Orlando Utilities Commission and City of Orlando, Sebring Utilities Commission, Seminole Electric Cooperative, Inc., and the City of Tallahassee (the licensees), for operation of the Crystal River Unit No. 3 Nuclear Generating Plant (the facility) located in Citrus County, Florida.

The proposed amendment relates to the Cycle 5 reload, which has an increased cycle lifetime of 460 effective full power days (EFPD) instead of 350 EFPD in the previous cycle, and involves numerical changes to the regulating rod group insertion limit curves, the axial power shaping rod limit curves, the axial power imbalance envelope, and other related Technical Specification changes in accordance with the licensees' application for amendment dated March 31, 1983.

Before issuance of the proposed license amendment, the Commission will have made findings required by the Atomic Energy Act of 1954, as amended (the Act) and the Commission's regulations.

The Commission has made a proposed determination that the amendment request involves no significant hazards consideration. Under the Commission's regulations in 10 CFR 50.92, this means that operation of the facility in accordance with the proposed amendment would not (1) involve a significant increase in the probability or consequences of an accident previously evaluated; or (2) create the possibility of a new or different kind of accident from any accident previously evaluated; or (3) involve a significant reduction in a margin of safety.

The Commission has provided guidance concerning the application of these standards by providing certain Examples (48 FR 14870). One of the examples of actions involving no significant hazards considerations relates to reload amendments involving no fuel assemblies significantly different from those found previously acceptable to the NRC for a previous core at the facility in question. This assumes that no significant changes are made to the acceptance criteria for the technical specifications, that the analytical methods used to demonstrate conformance with the technical specifications and regulations are not significantly changed, and that NRC has previously found such methods acceptable. The proposed amendment would permit operation for Cycle 5 with fuel that is not signficantly different from that used in previous cycles. The mechanical design of the fuel assemblies in Cycle 5 is unchanged from Cycle 4. There are no significant changes in the nuclear design of Cycle 5. The thermal-hydraulic design evaluation remains bounded by the Final Safety Analysis Report and the previous reloads and the thermal performance of the core during accidents and transients for the Cycle 5 reload remains within the bounds of previously accepted analyses. The additional cycle lifetime (460 EFPD vs 350 EFPD) is achieved by minor differences in fuel enrichment and compensated for by minor operational changes and by a larger quantity of burnable poison in the core. Therefore, the Commission proposes to determine that the proposed amendment does not involve a significant hazards consideration.

The Commission is seeking public comments on this proposed determination. Any comments received within 30 days after the date of publication of this notice will be considered in making any final determination. The Commission will not normally make a final determination unless it receives a request for a hearing.

Comments should be addressed to the Secretary of the Commission, U.S. Nuclear Regulatory Commission, Washington, D.C. 20555, Attn: Docketing and Service Branch.

By July 7, 1983, the licensees may file a request for a hearing with respect to issuance of the amendment to the subject facility operating license and any person whose interest may be affected by this proceeding and who wishes to participate as a party in the proceeding must file a written petition for leave to intervene. Request for a hearing and petitions for leave to intervene shall be filed in accordance with the Commission's "Rules of Practice for Domestic Licensing Proceedings" in 10 CFR Part 2. If a request for a hearing or petition for leave to intervene is filed by the above date, the Commission or an Atomic Safety and Licensing Board, designated by the Commission or by the Chairman of the Atomic Safety and Licensing Board Panel, will rule on the request and/or petition and the Secretary or the designated Atomic Safety and Licensing Board will issue a notice of hearing or an appropriate order.

As required by 10 CFR 2.714, a petition for leave to intervene shall set forth with particularity the interest of the petitioner in the proceeding, and how that interest may be affected by the results of the proceeding. The petition should specifically explain the reasons why intervention should be permitted with particular reference to the following factors: (1) The nature of the petitioner's right under the Act to be made a party to the proceeding; (2) the

nature and extent of the petitioner's property, financial, or other interest in the proceeding; and (3) the possible effect of any order which may be entered in the proceeding on the petitioner's interest. The petition should also identify the specific aspect(s) of the subject matter of the proceeding as to which petitioner wishes to intervene. Any person who has filed a petition for leave to intervene or who has been admitted as a party may amend the petition without requesting leave of the Board up to fifteen (15) days prior to the first prehearing conference scheduled in the proceeding, but such an amended petition must satisfy the specificity requirements described above.

Not later than fifteen (15) days prior to the first prehearing conference scheduled in the proceeding, a petitioner shall file a supplement to the petition to intervene which must include a list of the contentions which are sought to be litigated in the matter, and the bases for each contention set forth with reasonable specificity. Contentions shall be limited to matters within the scope of the amendment under consideration. A petitioner who fails to file such a supplement which satisfies these requirements with respect to at least one contention will not be permitted to participate as a party.

Those permitted to intervene become parties to the proceeding, subject to any limitations in the order granting leave to intervene, and have the opportunity to participate fully in the conduct of the hearing, including the opportunity to present evidence and cross-examine witnesses.

If a hearing is requested, the Commission will make a final determination on the issue of no significant hazards consideration. The final determination will serve to decide when the hearing is held.

If the final determination is that the amendment request involves no significant hazards consideration, the Commission may issue the amendment and make it effective, notwithstanding the request for a hearing. Any hearing held would take place after issuance of the amendment.

If the final determination is that the amendment involves a significant hazards consideration, any hearing held would take place before the issuance of any amendment.

Normally, the Commission will not issue the amendment until the expiration of the 30-day notice period. However, should circumstances change during the notice period such that failure to act in a timely way would result, for example, in derating or shutdown of the facility, the Commission may issue the license amendment before the expiration of the 30-day notice period, provided that its final determination is that the amendment involves no significant hazards consideration. The final determination will consider all public and State comments received. Should the Commission take this action, it will publish a notice of issuance and provide for opportunity for a hearing after issuance. The Commission expects that the need to take this action will occur very infrequently.

A request for a hearing or a petition for leave to intervene must be filed with the Secretary of the Commission, U.S. Nuclear Regulatory Commission, Washington, D.C. 20555, Attention: Docketing and Service Branch, or may be delivered to the Commission's Public Document Room, 1717 H Street, N.W., Washington, D.C., by the above date. Where petitions are filed during the last ten (10) days of the notice period, it is requested that the petitioner promptly so inform the Commission by a toll-free telephone call to Western Union at (800) 325-6000 (in Missouri (800) 342-6700). The Western Union operator should be given Datagram Identification Number 3737 and the following message addressed to John F. Stolz: petitioner's name and telephone number; date petition was mailed; plant name; and publication date and page number of this **Federal Register** notice. A copy of the petition should also be sent to the Executive Legal Director, U.S. Nuclear Regulatory Commission, Washington, D.C. 20555, and to S. A. Brandimore, Florida Power Corporation, Vice President and General Counsel, P.O. Box 14042, St. Petersburg, Florida 33733.

Nontimely filings of petitions for leave to intervene, amended petitions, supplemental petitions and/or requests for hearing will not be entertained absent a determination by the Commission, the presiding officer or the Atomic Safety and Licensing Board designated to rule on the petition and/or request, that the petitioner has made a substantial showing of good cause for the granting of a late petition and/or request. That determination will be based upon a balancing of the factors specified in 10 CFR 2.714(a)(1)(i)-(v) and 2.714(d).

For further details with respect to this action, see the application for amendment which is available for public inspection at the Commission's Public Document Room, 1717 H Street, N.W., Washington, D.C., and at the Crystal River Public Library, 668 N. W. First Avenue, Crystal River, Florida.

Dated at Bethesda, Maryland, this 31st day of May 1983.

For the Nuclear Regulatory Commission.

John F. Stolz,

Chief, Operating Reactors Branch No. 4, Division of Licensing.

[FR Doc. 83-15068 Filed 6-3-83; 8:45 am]

BILLING CODE 7590-01-M

SECURITIES AND EXCHANGE COMMISSION

Forms Under Review by Office of Management and Budget

Agency Clearance Officer: Kenneth A. Fogash, (202) 272-2142.

Upon written request copy available from: Securities and Exchange Commission, Office of Consumer Affairs, Washington, D.C. 20549.

Extension of Approval
Form U-4
No. 270-14

Notice is hereby given that pursuant to the Paperwork Reduction Act of 1980 (44 U.S.C. 3501 *et seq.*), the Securities and Exchange Commission has submitted for an extension of OMB approval Form U-4 (17 CFR 249.502) under the Securities Exchange Act of 1934 (15 U.S.C. 78a, *et seq.*). Form U-4 is the uniform personnel form which registered brokers and dealers file on behalf of associated persons. Form U-4 requests information regarding the integrity and education of such associated persons.

Submit comments to OMB Desk Officer: Mr. Robert Veeder, (202) 395-4814, Office of Information and Regulatory Affairs, Room 3235 NEOB, Washington, D.C. 20503.

George A. Fitzsimmons,

Secretary.

May 27, 1983.

[FR Doc. 83-15095 Filed 6-3-83; 8:45 am]

BILLING CODE 8010-01-M

[Release No. 34-19829; File No. SR-NASD-83-6]

Self-Regulatory Organizations; Proposed Rule Change by National Association of Securities Dealers, Inc.

Pursuant to Section 19(b)(1) of the Securities Exchange Act of 1934, 15 U.S.C. 78s(b)(1), notice is hereby given that on May 11, 1983, the National Association of Securities Dealers, Inc. filed with the Securities and Exchange Commission the proposed rule change as described in Items I, II, and III below, which Items have been prepared by the self-regulatory organization. The Commission is publishing this notice to solicit comments on the proposed rule change from interested persons.

I. Self-Regulatory Organization's Statement of the Terms of Substance of the Proposed Rule Change

The following is the full text of the proposed amendment to Section 24 to Appendix E to Section 33 of Article III of the Association's Rules of Fair Practice.

Note.—Additions are italicized; deletions are bracketed.

Appendix E

* * * * *

Section 24—Options Transactions and Reports by Market Makers in Listed Securities

Every member who is [a] *an off-board* market maker in a security listed on a national securities exchange shall report to the Association in accordance with such procedures as may be prescribed by the Board of Governors, [any transaction either directly or indirectly for the benefit of such member and/or any partner, officer or director of the member in any option contract for which such security is the underlying security], *transactions involving 50 or more option contracts on such listed securities which are either directly for the benefit of (a) the member or (b) any employee, partner, officer, or director of the member who, by virtue of his position with the member, is directly involved in the purchase or sale of the underlying security for the firm's proprietary account(s) or is directly responsible for supervision of such persons; or who by virtue of his position in the firm, is authorized to, and regularly does, obtain information on the proprietary account(s) of the member in which the underlying security is traded.* This rule shall apply to all options transactions including those executed on an exchange to which the member may belong.

II. Self-Regulatory Organization's Statements Regarding the Proposed Change

In its filing with the Commission, the self-regulatory organization included statements concerning the purpose of and basis for the proposed rule change. The text of these statements may be examined at the places specified in Item IV below. The self-regulatory organization has prepared summaries, set forth in Sections (A), (B), and (C) below, of the most significant aspects of such statements.

(A) Self-Regulatory Organization's Statement of the Purpose of, and Statutory Basis for, the Proposed Rule Change

The purpose of the rule change, which was promulgated after receiving comment that the rule as presently structured could result in an unnecessary reporting burden on certain members, is to reduce that burden while maintaining a level of information reporting consistent with the purposes of the rule. The comments received after original implementation of the rule stated that for certain members monitoring of all options transactions for all officers of the firms would create a substantial administrative burden in that some firms have a very large class of employees who are officers of the member but whose responsibilities are totally unrelated to the firm's market making activities.

Under the amended rule, transactions would be reportable only if they are undertaken for the benefit of the member firm or for individuals who are directly involved in the purpose or sale of the underlying security for the firm's proprietary accounts or who are directly responsible for supervision of those persons. In addition, any other employee, partner, officer or director of the firm who, on a routine basis, receives information relating to the firm's proprietary accounts would be covered by the reporting requirement. In an additional effort to make the reporting requirement less burdensome and more meaningful to the Association's Market Surveillance Department, reporting would be required only when a covered account engages in transactions involving 50 or more option contracts in the security on any date during the Association's monthly reporting period since transactions of a lesser volume would have little impact on the marketplace.

Section 15A(b)(6) of the Act which applies to registered securities associations, requires that "[t]he rules of the association [be] designed to prohibit fraudulent and manipulative acts and practices, to promote just and equitable principles of trade . . . [and] to remove impediments to and perfect the mechanism of a free and open market and a national market system." The Association believes that the proposed amendment would still allow the meaningful monitoring of transactions in furtherance of this end but with a diminished reporting burden on its members.

(B) Self-Regulatory Organization's Statement on Burden on Competition

The proposed rule change will not result in a burden on competition in that it reduces an existing reporting requirement.

(C) Self-Regulatory Organization's Statement on Comments on the Proposed Rule Change Received From Members, Participants, or Others

The Association's Rules of Fair Practice provides that Appendix E may be amended by the Board without recourse to the membership. The amendment was, however, circulated to members making off-board markets in optionable exchange listing securities. One comment was received suggesting further reducing the scope transactions to be reported but this suggestion was not deemed appropriate by the Association.

III. Date of Effectiveness of the Proposed Rule Change and Timing for Commission Action

Within 35 days of the date of publication of this notice in the **Federal Register** or within such longer period (i) as the Commission may designate up to 90 days of such date if it finds such longer period to be appropriate and publishes its reasons for so finding or (ii) as to which the self-regulatory organization consents, the Commission will:

(A) By order approve such proposed rule change, or

(B) Institute proceedings to determine whether the proposed rule change should be disapproved.

IV. Solicitation of Comments

Interested persons are invited to submit written data, views and arguments concerning the foregoing. Persons making written submissions should file six copies thereof with the Secretary, Securities and Exchange Commission, 450 Fifth Street, NW., Washington, D.C. 20549. Copies of the submission, all subsequent amendments, all written statements with respect to the proposed rule change that are filed with the Commission, and all written communications relating to the proposed rule change between the Commission and any person, other than those that may be withheld from the public in accordance with the provisions of 5 U.S.C. 552, will be available for inspection and copying in the Commission's Public Reference Section, 450 Fifth Street, NW., Washington, D.C. Copies of such filings will also be available for inspection and copying at the principal office of the above mentioned self-regulatory organization. All submissions should refer to the file number in the caption above and should be submitted within 21 days after the date of this publication.

For the Commission by the Division of Market Regulation pursuant to delegated authority.

George A. Fitzsimmons,

Secretary.

May 31, 1983.

[FR Doc. 83-15096 Filed 6-3-83; 8:45 am]

BILLING CODE 8010-01-M

SMALL BUSINESS ADMINISTRATION

[Declaration of Disaster Loan Area #2088]

Kentucky; Delaration of Disaster Loan Area

Jefferson County in the State of Kentucky constitutes a disaster area as a result of heavy rains and flooding which occurred on May 2, 1983. Eligible persons, firms and organizations may file applications for loans for physical damage until the close of business on July 25, 1983, and for economic injury until the close of business on February 24, 1984, at the address listed below: U.S. Small Business Administration, Federal Office Building, Room 188, 600 Federal Place, P.O. Box 3517, Louisville, Kentucky 40202; or other locally announced locations.

Interest rates for applicants filing for assistance under this declaration are as follows:

Homeowners with credit available elsewhere, 11.1250%
Homeowners without credit available elsewhere, 5.6250%
Business with credit available elsewhere, 10.5000%
Business without credit available elsewhere, 8.0000%
Business (EIDL) without credit available elsewhere, 8.0000%
Other (non-profit organizations including charitable and religious organizations), 11.3750%.

It should be noted that assistance for agricultural enterprises is the primary responsibility of the Farmers Home Administration as specified in Public Law 96-302.

(Catalog of Federal Domestic Assistance Programs Nos. 59002 and 59008)Q02

Dated: May 23, 1983.

James C. Sanders,

Administrator.

[FR Doc. 83-15078 Filed 6-3-83; 8:45 am]

BILLING CODE 8025-01-M

[Declaration of Disaster Loan Area No. 2087]

Ohio; Declaration of Disaster Loan Area

Wood County in the State of Ohio constitutes a disaster area as a result of damage caused by a tornado which occurred on May 2, 1983. Eligible persons, firms and organizations may file applications for loans for physical damage until the close of business on July 25, 1983, and for economic injury until the close of business on February 24, 1984, at the address listed below:

U.S. Small Business Administration, AJC Federal Building, Room 317, 1240 East Ninth Street, Cleveland, Ohio 44199 or other locally announced locations.

Interest rates for applicants filing for assistance under this declaration are as follows:

	Percent
Homeowners with credit available elsewhere	11.1250
Homeowners without credit available elsewhere	5.6250
Businessss with credit available elsewhere	10.5000
Businesses without credit available elsewhere	8.0000
Businesses (EIDL) without credit available elsewhere	8.0000
Other (nonprofit organizations including charitable and religious organizations)	11.3750

It should be noted that assistance for agricultural enterprises is the primary responsibility of the Farmers Home Administration as specified in Pub. L. 96-302.

(Catalog of Federal Domestic Assistance Programs Nos. 59002 and 59008)

Dated: May 23, 1983.

James C. Sanders,

Administrator.

[FR Doc. 83-15077 Filed 6-3-83; 8:45 am]

BILLING CODE 8025-01-M

DEPARTMENT OF TRANSPORTATION

Federal Aviation Administration

[Summary Notice No. PE-83-11]

Petition for Exemption; Summary of Petitions Received; Dispositions of Petitions Issued

Correction

In FR Doc. 83-12126 appearing on page 23015 in the issue of Monday, May 23, 1983, make the following correction:

In the table on page 23015, under *Docket No.*, the number for Jack Vance McCain now reading "2365" should have read "23625".

BILLING CODE 1505-01-M

National Highway Traffic Safety Administration

[Docket No. IP83-4; Notice 1]

Alliance Tire & Rubber Company Ltd.; Receipt of Petition for Determination of Inconsequential Noncompliance

Alliance Tire & Rubber Company Ltd. of Hadera, Israel, has petitioned to be exempted from the notification and remedy requirements of the National Traffic and Motor Vehicle Safety Act (15 U.S.C. 1381 *et seq.)* for an apparent noncompliance with 49 CFR 571.119, Motor Vehicle Safety Standard No. 119, *New Pneumatic Tires for Vehicles Other Than Passenger Cars.* The basis of the petition is that the noncompliance is inconsequential as it relates to motor vehicle safety.

This notice of receipt of a petition for a determination of inconsequentiality is published in accordance with section 157 of the National Traffic and Motor Vehicle Safety Act (15 U.S.C. 1417) and does not represent any agency decision or other exercise of judgment concerning the merits of the petition

Paragraph S6.5(f) of Standard No. 119 requires tires to be marked with the actual number of plies and the composition of the ply cord material in the sidewall and, if different, in the tread area. Alliance produced 150 truck tires size 11R24.5 between the 4th and 8th week of 1983 with incorrect markings. The sidewalls read "...Tread 5 Ply Steel Sidewall 1 Plies (sic) Nylon" instead of the correct marking, "...Tread 5 Ply Steel Sidewall 1 Ply Steel".

Petitioner argues that the error has an inconsequential relationship to motor vehicle safety as the tires otherwise comply with Standard No. 119.

Interested persons are invited to submit written data, views and arguments on the petition of Alliance Tire & Rubber Company described above. Comments should refer to the docket number and be submitted to: Docket Section, National Highway Traffic Safety Administration, Room 5109, 400 Seventh Street, S.W., Washington, D.C. 20590. It is requested but not required that five copies be submitted.

All comments received before the close of business on the comment closing date indicated below will be considered. The application and supporting materials and all comments received after the closing date will also be filed and will be considered to the extent possible. When the petition is granted or denied, notice will be published in the **Federal Register** pursuant to the authority indicated below.

The engineer and attorney primarily responsible for this notice are P. L. Moore and Taylor Vinson, respectively.

Comment closing date: July 6, 1983.

(Sec. 102, Pub. L. 93-492, 88 Stat. 1470 (15 U.S.C. 1417); delegations of authority at 49 CFR 1.50 and 49 CFR 501.8)

Issued on May 27, 1983.

Kennerly H. Digges,

Acting Associate Administrator for Rulemaking.

[FR Doc. 83-15030 Filed 6-3-83; 8:45 am]

BILLING CODE 4910-59-M

OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE

Advisory Committee For Trade Negotiations; Closed Meeting

The meeting of the Advisory Committee for Trade Negotiations (the Advisory Committee) to be held Wednesday, June 29, 1983, from 2:00 p.m. to 5:00 p.m. at the Federal Home Loan Bank Board Amphitheater, will involve a review and discussion of the current issues involving the trade policy of the United States. The review and discussion will deal with information submitted in confidence by the private sector members of the Committee under Section 135(g)(1)(A) of the Trade Act of 1974, as amended (the Act); information submitted by government officials under Section 135(g)(2) of the Act the disclsoure of which could be reasonably expected to prejudice United States negotiating objectives; information the disclosure of which would be likely to significantly frustrate implementation of proposed government action; and information properly classified pursuant to Executive Order 12356 and specifically required by such Order to be kept secret in the interests of national security (i.e., the conduct of foreign relations) of the United States. All members of the Advisory Committee have all necessary security clearances. Consistent with previous determinations concerning other advisory committees, established under Section 135(c) of the Act, I hereby determine that the meeting of the Advisory Committee will be concerned with matters listed above and with matters listed in Section 552b(c) of Title 5 of the United States Code. Therefore, the meeting of the Advisory Committee for Trade Negotiations will be closed to the public.

More detailed information can be obtained by contacting Phyllis O. Bonanno, Director, Office of Private Sector Liaison, Office of the United States Trade Representative, Executive Office of the President, Washington, D.C. 20506.

William E. Brock,

United States Trade Representative.

[FR Doc. 83-15062 Filed 6-3-83; 8:45 am]

BILLING CODE 3190-01-M

Trade Policy Staff Committee; Generalized System of Preferences (GSP) Subcommittee Notice of Results of Reviews of Petitions Requesting Changes in the List of Articles Eligible for Duty-Free Treatment Under the GSP

This publication provides the disposition of the petitions accepted for review in the 1982 annual product review and other petitions as listed below. These petitions requested changes in the list of imported articles eligible for duty-free treatment under the U.S. Generalized System of Preferences (GSP). The GSP is provided for in the Tade Act of 1974 (19 U.S.C. 2461–2465). The review was conducted pursuant to regulations codified at 15 CFR 2007. Results of the review were implemented as of March 31, 1983, by Executive Order 12413 of March 30, 1983 (48 FR 13821). All communications with respect to this notice should be addressed to the Executive Director, Generalized System of Preferences, Office of the United States Trade Representative, Room 316, 600 17th Street, N.W., Washington, D.C. 20506. Questions may be directed to any member of the GSP Information Center at (202) 395–6971.

Frederick L. Montgomery,

Chairman, Trade Policy Staff Committee.

BILLING CODE 3190-01-M

PETITIONS ACCEPTED FOR REVIEW

CASE NO.	TSUS OR TSUSA 1/ ITEM NO.	ARTICLE	PETITIONER	ACTION TAKEN
		A. Petitions to add products to the list of eligible articles for the Generalized System of Preferences		
82-1	112.54	Sardines, not over 18 cents per pound	Andean Group, Government of Chile	Petition Denied
82-2	112.71	Sardines, not skinned or boned: smoked	Andean Group, Government of Chile	Petition Denied
82-3	112.73	Sardines, not skinned or boned: not smoked	Andean Group, Government of Chile	Petition Denied
82-4	112.74	Sardines, skinned or boned	Andean Group, Government of Chile	Petition Denied
82-5	112.79	Sardines, smoked; valued at 45 cents per pound or more	Andean Group, Government of Chile	Petition Denied
82-6	112.80	Sardines, other	Andean Group, Government of Chile	Petition Denied
82-7	131.75 part	Wheat bran	Government of Chile	Petition Withdrawn
82-8	137.93	Pumpkins and breadfruit	Government of Jamaica	Petition Accepted

1/ TARIFF SCHEDULES OF THE UNITED STATES ANNOTATED (19 U.S.C. 1202)

2/ COUNTRY OR COUNTRIES NAMED ARE THOSE BENEFICIARY COUNTRIES SPECIFIED BY THE PETITIONER

* PETITION REVIEWED PURSUANT TO 15 CFR 2007.3(b), PROVISIONS FOR REVIEW OF PETITIONS WHICH REQUIRED IMMEDIATE REVIEW DUE TO UNUSUAL CIRCUMSTANCES

PETITIONS ACCEPTED FOR REVIEW

CASE NO.	TSUS OR TSUSA 1/ ITEM NO.	ARTICLE	PETITIONER	ACTION TAKEN
82-9	145.26	Pistache, not shelled	Government of Turkey	Petition Accepted
82-10	146.74	Raspberries, frozen	Government of Chile	Petition Accepted
82-11	146.90	Cherries, fresh, not in airtight or watertight containers	Government of Chile	Petition Accepted
82-12	146.99	Cherries, prepared or preserved	Government of Chile	Petition Denied
82-13	147.51	Dried figs, in immediate containers weighing with their contents over 1 pound each	Government of Turkey	Petition Denied
82-14	147.53	Figs, dried, in containers weighing not over 1 pound each	Government of Turkey	Petition Accepted
82-15	147.54	Figs, prepared or preserved, nspf	Government of Turkey	Petition Accepted
82-16	147.61	Fresh grapes, entered between Feb. 15 and March 31	Andean Group, Government of Colombia	Petition Denied
82-17	147.64	Fresh grapes, entered between July 1 and Feb. 14	Andean Group, Government of Colombia	Petition Denied
82-20	149.18	Fresh plums	Government of Chile	Petition Denied
82-21	149.28	Prunes	Government of Chile	Petition Denied
82-22	152.50	Fig paste	Government of Turkey	Petition Denied

1/ TARIFF SCHEDULES OF THE UNITED STATES ANNOTATED (19 U.S.C. 1202)

2/ COUNTRY OR COUNTRIES NAMED ARE THOSE BENEFICIARY COUNTRIES SPECIFIED BY THE PETITIONER

* PETITION REVIEWED PURSUANT TO 15 CFR 2007.3(b), PROVISIONS FOR REVIEW OF PETITIONS WHICH REQUIRED IMMEDIATE REVIEW DUE TO UNUSUAL CIRCUMSTANCES

PETITIONS ACCEPTED FOR REVIEW

CASE NO.	TSUS OR TSUSA 1/ ITEM NO.	ARTICLE	PETITIONER	ACTION TAKEN
82-23	152.40	Quince and apple paste	Government of Uruguay	Petition Accepted
82-24	153.05	Mulberry jelly	Government of Honduras, Andean Group	Petition Accepted
82-25	153.20	Papaya jelly	Government of Honduras	Petition Accepted
82-26	161.05	Basil, manufactured	Government of Egypt	Petition Accepted
82-27	192.25	Hops	Hmezad Export-Import and Koprodukt Novi Sad, Yugoslavia	Petition Denied
82-28	306.11	Coarse wool, in the grease, or washed, not sorted	Government of Egypt	Petition Accepted
82-29	307.08	Wool or hair waste, noils, advanced	Government of Egypt	Petition Accepted
82-30	358.06	Machine belting of rubber	Andean Group, Government of Colombia	Petition Accepted
82-31	358.14	Machinery belts, other than v-belts, of manmade fibers	Andean Group, Government of Colombia	Petition Accepted
82-32	361.85	Floor covering underlays	Government of Egypt	Petition Accepted

1/ TARIFF SCHEDULES OF THE UNITED STATES ANNOTATED (19 U.S.C. 1202)

2/ COUNTRY OR COUNTRIES NAMED ARE THOSE BENEFICIARY COUNTRIES SPECIFIED BY THE PETITIONER

* PETITION REVIEWED PURSUANT TO 15 CFR 2007.3(b), PROVISIONS FOR REVIEW OF PETITIONS WHICH REQUIRED IMMEDIATE REVIEW DUE TO UNUSUAL CIRCUMSTANCES

PETITIONS ACCEPTED FOR REVIEW

CASE NO.	TSUS OR TSUSA 1/ ITEM NO.	ARTICLE	PETITIONER	ACTION TAKEN
82-33	389.50 part	Textile fasteners consisting of two mating knit or woven textile strips, of pile or tufted construction	Government of Uruguay	Petition Withdrawn
82-34	389.6265 part	Textile fasteners, other	Government of Uruguay	Petition Withdrawn
82-35	403.27	Alpha-napthol	Makteshim Chemical Works Ltd., Israel	Petition Accepted
82-36	404.42	Para-hydroxybenzoic acid	Makteshim Chemical Works Ltd., Israel	Petition Accepted
82-37	404.46 part	Methylparaben; and propylparaben	Makteshim Chemical Works Ltd., Israel	Petition Denied
82-38	405.31	N-Acetylsulfanilyl chloride	Government of Korea	Petition Accepted
82-39	406.81	Cyclohexanone	Andean Group	Petition Accepted
82-40	411.24	Sulfamethazine, suitable for drug use	Pliva of Zagreb, Yugoslavia	Petition Accepted
82-41	411.26	Sulfamerazine	Pliva of Zagreb, Yugoslavia	Petition Accepted
82-42	411.80	Sulfathiazole and sulfathiazole, sodium	Pliva of Zagreb, Yugoslavia	Petition Accepted

1/ TARIFF SCHEDULES OF THE UNITED STATES ANNOTATED (19 U.S.C. 1202)

2/ COUNTRY OR COUNTRIES NAMED ARE THOSE BENEFICIARY COUNTRIES SPECIFIED BY THE PETITIONER

* PETITION REVIEWED PURSUANT TO 15 CFR 2007.3(b), PROVISIONS FOR REVIEW OF PETITIONS WHICH REQUIRED IMMEDIATE REVIEW DUE TO UNUSUAL CIRCUMSTANCES

PETITIONS ACCEPTED FOR REVIEW

CASE NO.	TSUS OR TSUSA 1/ ITEM NO.	ARTICLE	PETITIONER	ACTION TAKEN
82-43	411.81	Sulfamethazine sodium; sulfamethoxazole; sulfisoxazole	Pliva of Zagreb, Yugoslavia	Petition Accepted
82-44	411.81	Sulfacetamide sodium; sulfanilamide; sulfaguniozaline	Government of Romania	Petition Accepted
82-45	411.91	Mandelic acid	Conray Chemicals, New York, NY	Petition Accepted
82-46	412.67	Hydrochlorothiazide	Pliva of Zagreb, Yugoslavia	Petition Accepted
82-73 82-74		Tolbutamide	Government of Romania	Petition Accepted
82-47	428.38 *	Glycerine refined	Andean Group, Government of Colombia	Petition Accepted
82-48	546.3540 part	Hand-blown votives	Glass Products, Inc., Dallas TX	Petition Denied
82-49	546.6060 part	Hand-blown votives	Glass Products, Inc., Dallas, TX	Petition Denied
82-50	646.80	Padlocks	Government of India	Petition Denied
82-51	646.83	Padlocks	Government of India	Petition Denied
82-52	646.84	Padlocks	Government of India	Petition Denied

1/ TARIFF SCHEDULES OF THE UNITED STATES ANNOTATED (19 U.S.C. 1202)

2/ COUNTRY OR COUNTRIES NAMED ARE THOSE BENEFICIARY COUNTRIES SPECIFIED BY THE PETITIONER

* PETITION REVIEWED PURSUANT TO 15 CFR 2007.3(b), PROVISIONS FOR REVIEW OF PETITIONS WHICH REQUIRED IMMEDIATE REVIEW DUE TO UNUSUAL CIRCUMSTANCES

PETITIONS ACCEPTED FOR REVIEW

CASE NO.	TSUS OR TSUSA 1/ ITEM NO.	ARTICLE	PETITIONER	ACTION TAKEN
82-53	685.8013	Ceramic capacitors, multilayer	AVX Ceramics, Myrtle Beach, SC	Petition Withdrawn
82-54	685.8016	Ceramic capacitors, multilayer	AVX Ceramics, Myrtle Beach, SC	Petition Withdrawn
82-55	685.8017	Ceramic capacitors, chips	AVX Ceramics, Myrtle Beach, SC	Petition Withdrawn
82-56	700.90	Disposable footwear designed for one-time use	Government of Haiti	Petition Accepted
82-75	703.14	Disposable headwear	Government of Haiti	Petition Accepted
82-57	705.86	Rubber gloves	Government of Thailand	Petition Denied
		B. Petitions to remove products from the list of eligible articles for the Generalized System of Preferences		
82-58	407.16 part	Mixtures of Toluene-2, 4-diisocyanate and Toluene-2,6-diisocyanate	Ad Hoc Group of Domestic TDI Producers, New York, NY	Petition Denied

1/ TARIFF SCHEDULES OF THE UNITED STATES ANNOTATED (19 U.S.C. 1202)

2/ COUNTRY OR COUNTRIES NAMED ARE THOSE BENEFICIARY COUNTRIES SPECIFIED BY THE PETITIONER

* PETITION REVIEWED PURSUANT TO 15 CFR 2007.3(b), PROVISIONS FOR REVIEW OF PETITIONS WHICH REQUIRED IMMEDIATE REVIEW DUE TO UNUSUAL CIRCUMSTANCES

PETITIONS ACCEPTED FOR REVIEW

CASE NO.	TSUS OR TSUSA 1/ ITEM NO.	ARTICLE	PETITIONER	ACTION TAKEN
82-59	418.78 part	Copper hydroxide	Kocide Chemical Corp., Houston, TX	Petition Denied
82-60	425.22 part	1,1' -Azobisformamide	Uniroyal Chemical, Naugatuck, CT	Petition Denied
*	606.30	Ferromanganese containing over 4 percent by weight of carbon	Trade Policy Staff Committee	Accepted
82-61	646.54	Bolts	United States Fastener Manufacturing Group, Washington, DC	Petition Accepted
82-62	646.56	Nuts	United States Fastener Manufacturing Group, Washington, DC	Petition Accepted

C. Petitions to remove duty-free status from a beneficiary developing country for a product on the list of eligible articles for the Generalized System of Preferences 2/

1/ TARIFF SCHEDULES OF THE UNITED STATES ANNOTATED (19 U.S.C. 1202)

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* PETITION REVIEWED PURSUANT TO 15 CFR 2007.3(b), PROVISIONS FOR REVIEW OF PETITIONS WHICH REQUIRED IMMEDIATE REVIEW DUE TO UNUSUAL CIRCUMSTANCES

PETITIONS ACCEPTED FOR REVIEW

CASE NO.	TSUS OR TSUSA 1/ ITEM NO.	ARTICLE	PETITIONER	ACTION TAKEN
82-63	167.05 (Mexico)	Ale, porter, stout and beer	United States Brewers Association, Inc., Washington, DC	Petiton Accepted Mexico Graduated
82-64	240.14 (Taiwan)	Doorskins	Patat Plywood Corp., Rockmart, GA	Petition Denied
82-65	493.6820 (Republic of Korea, Mexico)	Sorbitol	Pfizer, Inc., New York, NY	Petition Withdrawn
*	606.36 (Brazil)	Ferrosilicon containing over 60 percent but not over 80 percent by weight	U.S. Ferroalloys Association, Washington, DC	Petition Accepted Brazil Graduated
*	606.37 (Brazil)	Ferrosilicon containing over 60 percent but not over 80 percent by weight	U.S. Ferroalloys Association, Washington, DC	Petition Accepted Brazil Graduated
*	606.44 (Brazil)	Ferrosilicon manganese	U.S. Ferroalloys Association, Washington, DC	Petition Accepted Brazil Graduated

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PETITIONS ACCEPTED FOR REVIEW

CASE NO.	TSUS OR TSUSA 1/ ITEM NO.	ARTICLE	PETITIONER	ACTION TAKEN
82-66	649.3716 (Taiwan)	Vises	Wilton Corporation, Des Plaines, IL	Petition Accepted Taiwan ineligible for GSP on TSUS 649.37 due to competitive need
82-67	654.04 (Republic of Korea, Portugal, Taiwan)	Copper Cookware	American Trading and Production Company, Baltimore, MD	Petition Accepted Republic of Korea and Taiwan graduated
82-68	682.0520 (Hong Kong)	Luminous neon transformers	France, Fairview, TN	Petition Denied
*	728.22 (Taiwan)	Vinyl tile floor coverings, nspf	Armstrong World Industries, Lancaster, PA	Petition Accepted Taiwan Graduated
82-70	772.60 (Republic of Korea)	Inner tubes	Rubber Manufacturers Association, Washington, DC United Rubber, Cork, Linoleum and Plastic Workers of America, East Gadsden, AL	Petition Accepted Republic of Korea Graduated

1/ TARIFF SCHEDULES OF THE UNITED STATES ANNOTATED (19 U.S.C. 1202)

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* PETITION REVIEWED PURSUANT TO 15 CFR 2007.3(b), PROVISIONS FOR REVIEW OF PETITIONS WHICH REQUIRED IMMEDIATE REVIEW DUE TO UNUSUAL CIRCUMSTANCES

PETITIONS ACCEPTED FOR REVIEW

CASE NO.	TSUS OR TSUSA 1/ ITEM NO.	ARTICLE	PETITIONER	ACTION TAKEN
CONTINUED				
		D. Petitions to determine an eligible article as not like or directly competitive with any article produced in the United States on January 3, 1975, in order to avoid loss of GSP duty-free treatment under the provisions of section 504(c)(1)(B) of the Trade Act of 1974		
82-71	169.42	Mescal	Barton Brands, Ltd., Chicago, IL, Capital Importers, Los Angeles, CA, Government of Mexico	Petition Accepted
82-72	727.13	Buri furniture	Government of the Philippines	Petition Accepted

1/ TARIFF SCHEDULES OF THE UNITED STATES ANNOTATED (19 U.S.C. 1202)

2/ COUNTRY OR COUNTRIES NAMED ARE THOSE BENEFICIARY COUNTRIES SPECIFIED BY THE PETITIONER

* PETITION REVIEWED PURSUANT TO 15 CFR 2007.3(b), PROVISIONS FOR REVIEW OF PETITIONS WHICH REQUIRED IMMEDIATE REVIEW DUE TO UNUSUAL CIRCUMSTANCES

[FR Doc. 83-15002 Filed 6-3-83; 8:45 am]

BILLING CODE 3190-01-C

Sunshine Act Meetings

Federal Register
Vol. 48, No. 109
Monday, June 6, 1983

This section of the FEDERAL REGISTER contains notices of meetings published under the "Government in the Sunshine Act" (Pub. L. 94–409) 5 U.S.C. 552b(e)(3).

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Federal Mine Safety and Health Review Commission	2
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1

CONSUMER PRODUCT SAFETY COMMISSION

Agenda

TIME AND DATE: 10 a.m., Wednesday, June 8, 1983.

LOCATION: Third Floor Hearing Room, 1111–18th Street NW., Washington, D.C.

STATUS: Open to the Public.

MATTERS TO BE CONSIDERED:

1. Chain Saws: Status Report

The staff will brief the Commission on the report on the status of the chain saw project. The report includes information on: (1) The availability and use of various chain saw safety devices; (2) selected preliminary results from the consumer chain saw survey; (3) Summary of the ANSI B175 Committee Meetings; (4) summary of hand-held tests; (5) status of chain saw injury surveys; and (6) report on chain saw information and education activities.

2. Closure Test Apparatus: Status Report

The staff will brief the Commission on the report on the status of development of closure testing apparatus for use in evaluating child-resistant packaging.

3. Diphenhydramine

The Commission will consider whether or not to propose a regulation, under the Poison Prevention Packaging Act (PPPA), to require child-resistant packaging for over-the-counter (OTC) drug products containing diphenhydramine.

(For a recorded message containing the latest agenda information: call 301–492–5709)

CONTACT PERSON FOR ADDITIONAL INFORMATION: Sheldon D. Butts, Office of the Secretary, 5401 Westbard Ave., Bethesda, Md. 20207, 301–492–6800.

[S-800-83 Filed 6-2-83; 1:27 pm]

BILLING CODE 6355-01-M

2

FEDERAL MINE SAFETY AND HEALTH REVIEW COMMISSION

TIME AND DATE: 10 a.m., Wednesday, June 8, 1983.

PLACE: Room 600, 1730 K Street, N.W., Washington, D.C.

STATUS: Open.

MATTERS TO BE CONSIDERED: The Commission will consider and act upon the following:

1. Secretary of Labor *ex rel.* Ball v. B & B Mining Co., Inc., et al., Docket No. VA 80–128–D. (Issues include consideration of Secretary of Labor's motion to withdraw his petition for review and to dismiss the case.)

CONTACT PERSON FOR MORE INFORMATION: Jean Ellen, (202) 653–5632.

[S-802-83 Filed 6-2-83; 2:21 p.m.]

BILLING CODE 6735-01-M

3

FEDERAL TRADE COMMISSION

TIME AND DATE: 2:30 p.m., Monday, June 13, 1983.

PLACE: Room 432, Federal Trade Commission Building, 6th Street and Pennsylvania Avenue, N.W., Washington, D.C. 20580.

STATUS: Open.

MATTER TO BE CONSIDERED: Consideration of Proposed Trade Regulation Rule on Credit Practices.

CONTACT PERSON FOR MORE INFORMATION: Susan B. Ticknor, Office of Public Information: (202) 523–1892; Recorded Message: (202) 523–3806.

[S-799-83 Filed 6-2-83; 10:35 am]

BILLING CODE 6750-01-M

4

OCCUPATIONAL SAFETY AND HEALTH REVIEW COMMISSION

TIME AND DATE: 10 a.m. on June 23, 1983.

PLACE: Suite 316, 1825 K Street, N.W., Washington, D.C.

STATUS: Because of the subject matter, it is likely that this meeting will be closed.

MATTERS TO BE CONSIDERED: Discussion of specific cases in the Commission adjudicative process.

CONTACT PERSON FOR MORE INFORMATION: Mrs. Patricia Bausell, (202) 634–4015.

Date: June 2, 1983.

[S-801-83 Filed 6-2-83; 3:07 pm]

BILLING CODE 7600-01-M

5

POSTAL SERVICE (BOARD OF GOVERNORS)

Notice of Meeting

The Board of Governors of the United States Postal Service, pursuant to its Bylaws (39 CFR 7.5) and the Government in the Sunshine Act (5 U.S.C. 552b) hereby gives notice that it intends to hold meetings at 1:30 p.m. on Monday, June 13, and 8:30 a.m. on Tuesday, June 14, 1983, in the Benjamin Franklin Room, 11th Floor, Postal Service Headquarters, 475 L'Enfant Plaza, S.W., Washington, D.C. The meetings will be closed to public observation. The only agenda item before the Board will be a discussion regarding possible future rate adjustments. Requests for information about the meeting should be addressed to the Secretary of the Board, David F. Harris, at (202) 245–3734.

David F. Harris,
Secretary.

[S-798-83 Filed 6-2-83; 10:12 am]

BILLING CODE 7710-12-M

federal register

Monday
June 6, 1983

Part II

Department of Defense

Privacy Act of 1974; Annual Publication of Systems of Records

DEPARTMENT OF DEFENSE

Privacy Act of 1974; DoD System Notices

AGENCY: Department of Defense.

ACTION: Publication of system notices.

SUMMARY: The Department of Defense is publishing in their entirety the system notices for all of the systems of records maintained by that agency as of December 31, 1982.

DATES: All of the system notices listed have been previously published in the **Federal Register** as required by 5 U.S.C. § 552a(e)(11).

FOR FURTHER INFORMATION CONTACT: Lt. Col. William C. Goforth, USAF, Staff Executive (Attorney), Defense Privacy Board, c/o OSD Mail Room, Rm: 3A-948, The Pentagon, Washington, D.C. 20301. Telephone: 202/694-3027.

SUPPLEMENTARY INFORMATION: This publication represents a complete listing of all of the DoD systems of records subject to the Privacy Act of 1974 as amended Title 5, United States Code Section 552a being maintained as of December 31, 1982.

Anyone wishing to determine if he or she is included in any system, seeking access to any system or requesting amendment of a record in any system should contact the appropriate Component official listed in the applicable system notice.

The systems of records subject to the Privacy Act are maintained under the guidance of the following components:

Component	System identifier
The Department of the Army	A.
Defense Mapping Agency	B.
Defense Criminal Investigative Service (Now Office of Inspector General, DoD).	C.
Office of the Secretary of Defense	D.
Defense Advanced Research Projects Agency	E.
Department of the Air Force[1]	F.
National Security Agency	G.
Defense Nuclear Agency	H.
Organization of the Joint Chiefs of Staff	J.
Defense Communication Agency	K.
Defense Intelligence Agency	L.
United States Marine Corp	M.
Department of the Navy	N.
Defense Contract Audit Agency	R.
Defense Logistics Agency	S.
Defense Investigative Service	V.
Uniformed Services University of Health Science	W.

[1] The Department of the Air Force systems of records will be published at a late date.

The Component system identifier appears as the first symbol in the system identification number assigned each system of records for which the component provides guidance.

M. S. Healy,

OSD Federal Register Liaison Officer, Defense Privacy Board.

April 14, 1983.

[FR Doc. 83-12048 Filed 6-3-83; 8:45 am]

BILLING CODE 3810-01-M

UNITED STATES ARMY

How Systems of Records are Arranged

Department of the Army records are arranged by major functional categories. Systems of records notices are grouped similarly. For example, a system of records about assignment of military personnel may be found in the 'military personnel' functional area - the 700 series; medical treatment records are in the 'medical' functional area - the 900 series. Some subjects, such as investigations, are treated as sub-elements of a major function; e.g., 'military police', 'security', and 'intelligence' investigations are found in the 500 series; 'criminal' investigations in the 400 series; 'military personnel' investigations in the 700 series. 'Civilian personnel' investigations, however, are not covered by Army system notices but can be found in Civil Service Commission systems of records - in this case, under 'CSC/GOVT-4'. The following list serves as a general guide to subjects which are retrieved by personal identifier and are contained in the Army systems of record notices. To this guide have been added Civil Service Commission systems of record notices which identify records in the temporary custody of the Army and bear CSC/GOVT identification numbers.

How to Use the Index Guide

As an aid in locating a particular system of records, follow the general guide below. The series in which the subject is located will appear as numbers of the system notice identification. For example: pay records for military and civilian personnel are in the 300 series; comparable system notices are A0305.08aDACA and A0306.01aDACA respectively. The first letter A represents the Army and the suffix letters are internal management accounting devices. System notices are published in numerical sequence. Following the identification number, the system notice is further identified by name, location, and the category of individuals included.

SUBJECT SERIES

System Identfication Series

Appeals, Grievances, Complaints (civilian)
A0614... and CSC/GOVT-1

Awards and Decorations
A0600... and A0718...

Civilian Personnel Investigations
A0502... and CSC/GOVT-4

Civilian Personnel Records
A0814... and CSC/GOVT-3

Congressional Inquiries
A0411...

Contractors
A1405... and A1519...

Court-martials
A0404...

Criminal Investigations
A0508...

Dependents' Education
A0105...

Housing
A1511...

Inspector General Inspections/Investigations
A0224...

Intelligence/Counterintelligence
A0500...

Labor-Management Relations
A0814...

Laundry and Drycleaning
A1427...

Law Enforcement
A0225... and A0509...

Legal Assistance
A0402...

Logistics
A1400...

Locator Files
A0100...

Management Functions
A0200...

Medical Records (civilian)
A0609..., A0917... and CSC/GOVT-3

Medical Records (military)
A0714... and A0900...

Military History
A0228...

Military Personnel Records
A007..., A0200..., and A0700...

Non-appropriated Funds
A0314...

Passports
A1205...

Pay (civilian and military)
A0300...

Pharmacy Services
A0913...

Photographic Records
A1107...

Planning, Programming, and Operations
A0200...

Postal
A1108...

Privacy Act Requests
A0201...

Procurement
A1402...

Real Estate
A0504...

Review Boards (military)
A0708... and A0727...

Security Access/Clearance
A0506...

School Files
A1010... and A1012...

Telephone Directories
A1101...

Training
A0700..., A0800..., A1000..., A1111... and CSC/GOVT-3

Travel and Transportation
A0302..., A1201..., and A1205...

Veterinary Service
A0929...

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required, to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below, only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE - LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and criminal investigations of the Component requesting the record.

ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into

agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom, maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

AAFES0207.02

SYSTEM NAME:

0207.02 Customer Comments, Complaints, and Direct Line Files.

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Command and Public Relations Division; also oversea system headquarters, regional headquarters, area exchanges and individual exchanges, within the worldwide system.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Customer inquiries, complaints, and comments on all phases of AAFES operations; also, customer opinion survey information.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains: Customer addresses, telephone numbers, information pertaining to nature of the inquiry, research information, and AAFES response to the customer.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To aid the exchange management in determining the needs of the customers and deciding a course of action, if deemed necessary in settling any complaint to the customer's satisfaction.

Information regarding the customer's inquiry may be exchanged between AAFES HQs and field elements for the purpose of expediting customer satisfaction, corrective action and response.

POLICIES AND PRACTICES FOR STORING, RETREIVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders stored in metal cabinets. All records are retrieved, retained, stored, and disposed of by authorization of the Director, Command and Public Relations Division.

RETRIEVABILITY:

Customer correspondence is logged by name and cross-referenced, then filed in metal containers by number and by exchange.

SAFEGUARDS:

Folders maintained in metal filing cabinets. Buildings employ security guards.

RETENTION AND DISPOSAL:

Command and Public Relations Division - Regulation 1300-01b. Cutoff at close of fiscal year. Destroyed after 3 years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Command and Public Relations Division, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES (AAFES-AD)
ATTN: CP
Dallas, Texas 75222
Telephone: Area Code 214/330-3865

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to HQ AAFES ATTN: CP, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, current address and telephone number, and the case (control) number that appears with the office symbol on all correspondence received from this office.

Visits are limited to HQ AAFES, Director, Personnel Division, Dallas, TX 75222.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

AAFES Form 1200-75/1200-76, Personnel Action.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0306.03

SYSTEM NAME:

306.03 Debriefing Acknowledgment Files

SYSTEM LOCATION:

Primary Safety and Security Office, Headquarters AAFES Decentralized segments - Commanders OES and Regions

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person whose access authorization for classified defense information has been terminated due to lack of need.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's cancelled Access Authorizations which have been signed and dated by the individuals who have been debriefed, acknowledging the debriefing.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 6, Executive Order 11652, Classification and Declassification of National Security Information and Material.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To determine if a person charged with disclosing classified information was debriefed and knew the consequences of such disclosure.

POLICIES AND PRACTICES FOR STORING, RETREIVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Filed alphabetically by last name

SAFEGUARDS:

Building has security guards. Records are maintained in a locked file/safe.

RETENTION AND DISPOSAL:

Records are permanent. They are retained in active file until the end of the fiscal year in which the debriefing occurred, held two additional years in inactive status and retired to the National Records Center.

SYSTEM MANAGER(S) AND ADDRESS:

Security Specialist, Safety and Security Office HQ AAFES, Dallas, Texas 75222

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES, ATTN: AAFES-SS
Dallas, Texas 75222
Telephone AC 214-330-2721

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Headquarters, Army and Air Force Exchange Service (ATTN: AAFES-SS) Dallas, Texas 75222

Written requests should contain the full name of the individual, current address and telephone number.

For personal visits, valid acceptable identification is required.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Application and related forms from individual requesting access personal clearance from Defense Investigative Service.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES0306.04

SYSTEM NAME:

306.04, Classified Material Access Files

SYSTEM LOCATION:

Primary System - Safety and Security Office, HQ AAFES; Decentralized Segments in Offices of Commanders OES, Region Chiefs and Division Directors.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any citizen whose trustworthiness has been established (in accordance with applicable military regulations) and access granted in response to a request from a region chief or division director.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains Director's/Chief's request and Access Authorization Form granted by Security Control Officer.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 6, Executive Order 11652, Classification and Declassification of National Security Information and Material

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Documents are maintained in Division/Region/OES Offices by custodians of classified defense information files to determine personnel with access to such information.

POLICIES AND PRACTICES FOR STORING, RETREIVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Filed alphabetically by last name of individual with access

SAFEGUARDS:

Building has security guards. Files kept in locked file cabinet. Records available to those with a need to know.

RETENTION AND DISPOSAL:

Records are retained in active file until access is terminated for any reason, then transferred to AAFES Security Control Officer for retention under AAFES 306-03

SYSTEM MANAGER(S) AND ADDRESS:

Security Specialist, Headquarters AAFES, ATTN: AAFES-SS, Dallas, Texas 75222

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: AAFES-SS
Dallas, Texas 75222
Telephone AC 214-330-2721

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Headquarters, AAFES, ATTN: AAFES-SS, Dallas, Texas 75222

Written requests for information should contain the full name of the individual, correct address, telephone number and job title.

For personal visits, the individual should be able to provide acceptable valid identification.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing determinations may be obtained from HQ AAFES-SS, Dallas, Texas 75222

RECORD SOURCE CATEGORIES:

From security control officer in response to request from manager requesting access for individual. Access based on trustworthiness established by investigation completed by Defense Investigative Service.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES0306.12

SYSTEM NAME:

306.12 Personnel Security Case Files

SYSTEM LOCATION:

Primary, Safety and Security Office Headquarters AAFES, Dallas, Texas Decentralized segments - Commanders AAFES-PAC, AAFES-EUR and AAFES-ALX

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons whose trustworthiness has been established (in accordance with appropriate regulations) at the request of their division director or region chief.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's request for clearance, copy of Statement of Personal History, Certificate of Clearance and results of investigation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 6, Executive Order 11652, Classification and Declassification of National Security Information and Material.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Safety and Security Office - To obtain and grant security clearances and access authorizations to personnel whose trustworthiness has been established.

POLICIES AND PRACTICES FOR STORING, RETREIVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name

SAFEGUARDS:

Building has security guards. Records are maintained in a locked safe file.

RETENTION AND DISPOSAL:

Records are maintained until end of fiscal year of individual's separation and placed in inactive status for two years and are then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Security Specialist, HQ AAFES, Dallas, Texas 75222

NOTIFICATION PROCEDURE:

Information may be obtained from:
Headquarters Army and Air Force
Exchange Service
Attention: AAFES-SS
Dallas, Texas 75222
Telephone AC 214-330-2721

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Headquarters AAFES, ATTN: AAFES-SS, Dallas, Texas 75222

Written requests should include the full name of the individual, current address, Social Security number and telephone number

For personal visits, valid, acceptable identification is required.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Applications and related forms from individual, notification of results of security investigation from Defense Investigative Service. Certificates of clearance from this headquarters and other Department of Defense entities

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES0306.13

SYSTEM NAME:

306.13, Personnel Security Status Files

SYSTEM LOCATION:

Primary roster - in Safety and Security Office HQ AAFES, Dallas, Texas. Rosters by OES and Regions are maintained in respective OES and region headquarters.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any employee with a valid Certificate of Clearance in their Official Personnel File.

CATEGORIES OF RECORDS IN THE SYSTEM:

Roster is a computer print-out listing all personnel with valid clearance certificates.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 6, Executive Order 11652, Classification and Declassification of National Security Information and Material.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Roster copies are provided OES and region security control officers to identify personnel with security clearance levels since the original documents are maintained in Official Personnel Files.

POLICIES AND PRACTICES FOR STORING, RETREIVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer print out in ACCO binder

RETRIEVABILITY:

Listed alphabetically by region by facility

SAFEGUARDS:

Building has security guards. Records maintained in locked filesafe

RETENTION AND DISPOSAL:

Records are maintained until the next quarterly run, and held in inactive status for an additional nine months and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Security Specialist, Headquarters AAFES, Dallas, Texas

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: AAFES-SS
DALLAS, TEXAS 75222
Telephone AC 214-330-2721

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Headquarters, Army and Air Force Exchange Service, ATTN: AAFES-SS Dallas, Texas 75222

Written request for information should include the full name and Social Security number of the individual and job location.

For personal visits, the individual should provide valid acceptable identification.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting may be obtained from SYSMANAGER

RECORD SOURCE CATEGORIES:

Printout is requested from Personnel Division from information on ID Automated SYSNAME 903-06, System Magnetic Tape Files.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES0307.01

SYSTEM NAME:

0307.01 Carpooling Program

SYSTEM LOCATION:

Headquarters Army and Air Force Exchange Service (HQ AAFES), Administrative Services Division, Headquarters Personnel Branch (AD-P), Dallas, TX 75222.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All HQ AAFES personnel who voluntarily participate in carpool program.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, duty address and phone number, hours of duty, residence address and phone number, and any other information necessary for carpool arrangements which may include map coordinates of home or nearby reference points, working hours, etc.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3012 and 8012 which identify the powers and duties delegated by the Secretary of the Army and the Secretary of the Air Force, respectively, each of whom is responsible for and has the authority necessary to conduct all affairs of his respective department, including functions necessary or appropriate for administration.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Internal use: To assist HQ AAFES personnel who desire to form carpools.

External use: To the City of Dallas, TX for inclusion in its Ridesharing Program.

POLICIES AND PRACTICES FOR STORING, RETREIVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Alphabetically by employee name.

SAFEGUARDS:

Information is retained in file cabinets. Work and storage area is within a controlled building, access to which is limited to assigned personnel.

RETENTION AND DISPOSAL:

Retained until such time as individual's employment with HQ AAFES is terminated, after which record is destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Administrator Services Division, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES (AD-P)
Dallas, TX 75222
Telephone: Area Code 214/330-3871

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: HQ AAFES, ATTN: AD-P, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, social security number, and duty phone number.

Personal visits may be made to the Administrative Services Division, HQ AAFES. Individual should be able to provide acceptable identification such as a valid driver's license.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by individuals concerned are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Provided by individual interested in carpool program.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0401.04

SYSTEM NAME:

0401.04 Official Personnel Folders (OPF).

SYSTEM LOCATION:

Primary: OPF - Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ, AAFES-Pacific; HQ AAFES-Europe; HQ AAFES-Alaska; all regional offices; and post and base area exchanges within the AAFES system.

Decentralized: Career Management Folder (CMF) - Personnel Division, HQ AAFES, Dallas, TX 75222.

Convenience Personnel Folder (CPF) - HQ AAFES, Dallas, TX 75222 HQ AAFES-Pacific; HQ AAFES-Europe; HQ AAFES, Alaska; all regional offices; all past and base exchanges and satellites within the AAFES system.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

OFP: All United States (US) citizen (to include permanent-resident alien and non-immigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

CMF: All US citizen (to include permanent-resident alien and non-immigrant alien) employees with category of regular full-time temporary full-time who are at the managerial level.

CPF: All US citizen (to include permanent-resident alien and non-immigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

CATEGORIES OF RECORDS IN THE SYSTEM:

OPF: Name; social security number (SSN); employment history; education; job and pay data; performance reviews; letters of commendation, reprimand; training certificates; salary and benefits information to include allowances and insurance data; travel orders and general correspondence; other personal data such as security clearance, loyalty, non-affiliation, etc.

CMF: Name; SSN; employment history; education; job and pay data; performance reviews; letters of commendation, reprimand; training certificates; travel orders and general correspondence; personal data to include health, security clearance, military separation, etc.

CPF: Name; SSN; training certificates; employment history; job and pay data; performance reviews; letters of commendations, reprimand; travel orders and general correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

OPF: Servicing Personnel Offices to provide hard-copy documentation on employee's current job and pay data, past job history, career progression, etc.

CMF: Personnel Division to obtain information on current and past employment for the purposes of job assignments, promotions, and career progression.

CPF: Maintained by non-servicing personnel offices for ready reference of employee's current and past employment history, job and pay data, etc.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Alphabetically by employee name.

SAFEGUARDS:

Folders maintained in locked filing cabinets.

RETENTION AND DISPOSAL:

OPF: Placed in active file upon separation. Hold 1 year then forward to National Personnel Records Center (NPRC) (Civilian), 111 Winnebago Street, St. Louis, MO 63118. Inactive OPF may be retired to NPRC 3 months after separation by AAFES elements when the volume of inactive OPFs creates a storage problem.

CMF: Cutoff at close of fiscal year in which employee is separated. Destroyed after 3 years.

CPF: Transferred with OPF to gaining location upon transfer. Cutoff at close of fiscal year employee is separated. Destroy after 1 year.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to HQ AAFES, ATTN: PE, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Neither instructions nor provisions for personal visits are provided at this time.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

OPF: Application for Employment; Application for Fidelity Bond; College Transcripts; Personnel Actions; Performance Reviews and/or Personnel Evaluation Reports; Letters of Commendation, Reprimand; Training Certificates; Travel Orders; Employee Insurance Data; Housing Allowance; Certificate of Clearance; Loyalty Affidavit; Certificate of Non-Affiliation; and Bonds.

CMF: Application for Employment; College Transcripts; Personnel Actions; Personel Evaluation Reports; Letters of Commendation, Reprimand; Training Certificates; Travel Orders; Certificate of Clearance; and other related papers.

CPF: Personnel Actions; Training Certificates; Performance Reviews and/or Personnel Evaluation Reports; Letters of Commendation, Reprimand; Travel Orders; and other related papers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0401.05

SYSTEM NAME:

0401.05 Employee Service Record Card Files.

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Pacific; HQ AAFES-Europe; HQ AAFES-Alaska; all regional offices; and all post and base exchanges and satellites within the AAFES system.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All United States citizen (to include permenent-resident alien and non-immigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

CATEGORIES OF RECORDS IN THE SYSTEM:

Official summary of employment history to include name; social security number (SSN); date of birth; home address and telephone number; emergency contact; passport data; identification card data; dependent data; foreign languages to include degree of proficiency; clerical skills; education to include schools attended, degree achieved; AAFES education/training courses; performance reviews to include date and type; service award data; employment record to include date, job data, pay data, and separation data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To have as ready reference to official summary of employment history, chronology of personal and service data for employees.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in kardex or file boxes.

RETRIEVABILITY:

Alphabetical by employee name.

Alphabetical within activity and branch.

SAFEGUARDS:

Maintained in locked cabinets.

RETENTION AND DISPOSAL:

Cutoff at close of fiscal year in which employee is separated or transferred. Retain 5 additional years in current files area and retire. Destroy 15 years after cutoff. Exception: Forward files to employees of discontinued installations to National Personnel Records Center (Civilian).

SYSTEM MANAGER(S) AND ADDRESS:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: HQ AAFES, ATTN: PE, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Neither instructions nor provisions for personal visits are provided at this time.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Personnel Actions; Performance Reviews and/or Personnel Evaluation Reports; application form; training certificates; and service award certificates.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0401.11

SYSTEM NAME:

0401.11 Personnel Records Maintained at Supervisory Level.

SYSTEM LOCATION:

All supervisory personnel within the Army and Air Force Exchange Service (AAFES) for subordinate employees.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All United States citizen (including permanent-resident alien and non-immigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name; social security number (SSN); job data; performance review data to include date and rating; counseling interview record; training record to include courses, type, and completion data; job description; and standards of conduct review.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Ready reference for supervisor of pertinent data on subordinate employees.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper file maintained in file folder.

RETRIEVABILITY:

Alphabetical by employee's name.

SAFEGUARDS:

Maintained in locked filing cabinet or supervisor's desk.

RETENTION AND DISPOSAL:

Destroy upon separation, retirement, or non-local transfer of employee.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Personnel Division, Headquarters, (HQ) AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: HQ ATFES, AATN: PE, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Neither instructions nor provisions for personal visits are provided at this time.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Supervisor's Record of Employee, Employee Interview Record Card (Counseling), Job Description, Employee Training Record, and comparable papers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0403.01

SYSTEM NAME:

0403.01 Application for Employment Files

SYSTEM LOCATION:

Executive and Managerial: Personnel Division, Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222.

Non-Managerial - HQ AAFES, Dallas, TX 75222; HQ AAFES-Pacific; HQ AAFES-Europe; HQ AAFES-Alaska; all regional offices; and all post and base exchanges and satellites within the AAFES system.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals outside of AAFES applying for positions within the AAFES.

CATEGORIES OF RECORDS IN THE SYSTEM:

Active applications: Application for Employment, resume, applicant referals, interview form, previous employers' references, and related papers.

Inactive applications: Application for Employment, resume, letter of rejection, and related papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Personnel Division: Filling of vacancies at the managerial level for which outside recruitment is necessary.

Servicing Personnel Office: Filling of vacancies of non-managerial level that require outside recruitment.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records filed in file folders.

RETRIEVABILITY:

Active applications: Alphabetical within position category.

Inactive applications: Alphabetical by individual name.

SAFEGUARDS:

Maintained in locked cabinets.

RETENTION AND DISPOSAL:

Active applications: Destroy after 2 years, except that on request they may be returned to individuals.

Inactive applications: Cutoff monthly. Destroy after 3 months.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: HQ AAFES, ATTN: PE, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Neither instructions nor provisions for personal visits are provided at this time.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Applicant; previous employers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0403.05

SYSTEM NAME:

0403.05 Employee Examination Records.

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All managerial and regular full-time hourly-paid employees who have been considered for promotion to managerial level.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains test scores and normative data on those persons who have taken the AAFES test battery which consists of (a) SET tests; (b) Thurstone Test of Mental Alertness; (c) Wesman Personnel Classification Test; (d) Thurston Tempermanent Schedule; and (e) Personagraph (Allston B. Hobby Associates).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used as research data and a predictor of success in given situations during job considerations. Test battery is read only by a professional psychologist with a minimum of a MA in Psychology.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Locked containers.

RETRIEVABILITY:

Alphabetical by employee name. Each request for data evaluated as to need before release.

SAFEGUARDS:

Stored in locked containers.

RETENTION AND DISPOSAL:

Permanent; cutoff at close of fiscal year.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: HQ AAFES, ATTN: PE, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Neither instructions nor provisions for personnel visits are provided at this time.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual tests taken by employee.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0403.08

SYSTEM NAME:

0403.08 Reference and Pre-Employment Credit Files.

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All United States citizens (to include permanent-resident alien, non-immigrant alien) who have interviewed for a management or management trainee position with the AAFES.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains correspondence and other documents regarding employment suitability. Includes letters to and replies from previous employers, personal reference checks, security and/or other preemployment investigations and clearances deemed appropriate to the position, and evidence that the applicant is in satisfactory physical condition.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Assure that an individual, after having been selected for appointment but prior to official appointment, has cleared for employment suitability.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Alphabetical by employee's name.

SAFEGUARDS:

Maintained in locked filing cabinet.

RETENTION AND DISPOSAL:

Cutoff at close of fiscal year. Destroy after 1 year for satisfactory reference and credit checks. Destroy after 3 years for adverse reference and/or derogatory credit checks.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to HQ AAFES, ATTN: PE, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Visits are limited to HQ AAFES, Director, Personnel Division, Dallas, TX 75222.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information obtained from employee's previous employer(s) and from personal references provided AAFES by the employee.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0403.11

SYSTEM NAME:

403.11 Personnel Clearance Records

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service, Dallas, Texas; Headquarters, AAFES-Pacific; Headquarters, AAFES-Europe; Headquarters, AAFES-Alaska; all regional offices; all base and post exchanges and satellites within the Army and Air Force System.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All US citizen (to include permanent-resident alien, non-immigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time and intermittent.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name; social security number; job data; clearance reason and cleraing office's approval.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Assure that departing personnel have been properly processed and cleared prior to transfer, termination or leave without pay.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records filed in file folders.

RETRIEVABILITY:

Alphabetical by employees name.

SAFEGUARDS:

Maintained in locked filing cabinet.

RETENTION AND DISPOSAL:

Cutoff at close of fiscal year of departure. Destroy after 1 year.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Administrative Services Division, Army and Air Force Exchange Service, Dallas, Texas.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HEADQUARTERS AAFES (AAFES-AD)
Dallas, Texas 75222
Telephone: Area Code 214/330-3871

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Headquarters, Army and Air Force Exchange Service (AAFES-AD), Dallas, Texas 75222.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number; if terminated, date of birth, date of separation and last employing location in addition to the above.

Instructions nor provisions for personal visits are provided at this time.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Personnel Actions; Performance Reviews and/or Personnel Evaluation Reports; application form; training certificates; service award certificates.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES0403.12

SYSTEM NAME:

403.12 Oversea Processing Records

SYSTEM LOCATION:

Administrative Services Division, Headquarters, Army and Air Force Exchange Service, Dallas, Texas.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All US citizen employees of a managerial level who are programmed for transfer from CONUS to an oversea activity of the Army and Air Force Exchange Service.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name; social security number; grade; transfer date; household goods; privately-owned vehicle authorization; residence information; dependent data; passport data; security clearance data; flight information and related papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To accomplish travel arrangements on a timely basis to insure departure/arrival of employee (and family) to new location in support of operational requirements.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper files maintained in filing cabinet.

RETRIEVABILITY:

Alphabetical by employee name.

SAFEGUARDS:

Files maintained in locked cabinet.

RETENTION AND DISPOSAL:

Cutoff when employee departs the US. Destroy after 1 year.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Administrative Services Division, Army and Air Force Exchange Service, Dallas, Texas.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Headquarters AAFES (AAFES-AD)
Dallas, Texas 75222
Telephone: Area Code 214/330-3871

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Headquarters, Army and Air Force Exchange Service (AAFES-AD), Dallas, Texas 75222.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number; if terminated, date of birth, date of separation and last employment location in addition to the above.

Instructions nor provisions for personal visits are provided at this time.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Personnel Request; Relocation Questionnaire; Travel Orders; Passport; Airline tickets.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES0404.01

SYSTEM NAME:

0404.01 Incentive Awards Case Files.

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All United States citizen (to include permanent-resident alien, non-immigrant alien) employees with category of regular full-time, regular part-time, temporary part-time, and intermittent employment.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name, social security number (SSN), grade/step, position title, organization, award nominated for, accomplishment, requirements of the position occupied during period covered in award nomination, and staff comments/ concurrence/non-concurrence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To accomplish staff comments and recommendations to support justification for award nominations in order to present findings to AAFES Incentive Awards Committee for recommendation of honorary award to Commander, AAFES.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper files stored in filing cabinets.

RETRIEVABILITY:

Alphabetical by employee name.

SAFEGUARDS:

Files maintained in locked filing cabinets.

RETENTION AND DISPOSAL:

Cutoff at close of fiscal year in which case is closed; destroyed after 2 years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222 Telephone: Area Code 214/330-2761

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: HQ AAFES, ATTN: PE, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to above.

Neither instructions nor provisions for personal visits are provided at this time.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

AAFES Form 1900-19, Award Nomination Form, submitted by employees' supervisor; AAFES Form 1900-22, Evaluation of Honorary Award Nomination.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0404.03

SYSTEM NAME:

0404.03 Award Control Files.

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas TX 75222.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

United States (US) citizen, US national and permanent resident alien employees; local national and third-country national AAFES employees providing there is no conflict with local treaties, host-country agreements or command directives.

CATEGORIES OF RECORDS IN THE SYSTEM:

Managerial and nonmanagerial employees (Hourly Pay Plan/Universal Annual): name, social security number (SSN), grade/step, organization, and for which nominated.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Personnel Division: To control award nominations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Three four-drawer and one five-drawer file cabinets.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Files maintained in locked filing cabinets.

RETENTION AND DISPOSAL:

Cutoff at close of fiscal year in which case is closed; destroyed after 2 years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to HQ AAFES, ATTN: PE, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Neither instructions nor provisions for personal visits are provided at this time.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

AAFES Form 1900-19, Award Nomination Form, submitted by employee's supervisor.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0404.04

SYSTEM NAME:

0404.04 Award Ceremony Files.

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Personnel Branch, Dallas, TX 75222; and Command and Public Relations Division and Office of the Commander.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

HQ AAFES employees who have been recipients of military awards, AAFES service, and other awards.

CATEGORIES OF RECORDS IN THE SYSTEM:

Managerial and nonmanagerial employees (Hourly Pay Plan/Universal Annual): name, grade, position title, organization, award for which nominated, accomplishments, and requirements of the position occupied during period covered in award nomination.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Sections 3012 and 8012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Background on recipients of awards to be read at an awards ceremony held by the Commander, AAFES or his designated representative.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Stored in file folders in one four-drawer file cabinet.

RETRIEVABILITY:

By name

SAFEGUARDS:

Files maintained in filing cabinets.

RETENTION AND DISPOSAL:

Cutoff at close of fiscal year. Destroyed after 3 years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to HQ AAFES, ATTN: PE, Dallas, TX 75222.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and

appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is obtained from employee on AAFES Form 1100-22 and from employee's Official Personnel Folder.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0405.03

SYSTEM NAME:

405.03 Personnel Appeals and Grievances

SYSTEM LOCATION:

Office of the General Counsel, Headquarters Army and Air Force Exchange Service (AAFES); Office of the General Counsel, AAFES Europe; Office of the General Counsel, AAFES PAcific.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any AAFES employee who has filed an appeal of an adverse action and/or who is contesting a personnel action when the appeal/ contest has been referred to the servicing General Counsel's office.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain correspondence, documentation and memoranda concerning the employee's appeal/ contest.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United Stated Code, Sections 3012 and 8012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The servicing General Counsel's office uses the file to review the appeal for legal sufficiency. Release of information contained in the files is made to civil or criminal law enforcement agencies for law enforcement purposes and to officials and employees of the Department of Defense and Department of Justice who have a need for the information in the performance of their duties.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of AAFES employee.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are proper.y screened, cleared and trained.

RETENTION AND DISPOSAL:

Files are retained in the servicing General Counsel's office for one year after the final decision is made and subsequently retired to the servicing AAFES warehouse or to the servicing General Services Administration Records Holding Center. Records are destroyed seven years after the fiscal year in which the case is closed.

SYSTEM MANAGER(S) AND ADDRESS:

General Counsel, Headquarters AAFES; General Counsel AAFES-Europe; General Counsel, AAFES-Pacific.

NOTIFICATION PROCEDURE:

Information may be obtained from the servicing General Counsel (Headquarters AAFES, AAFES-Europe, or AAFES-Pacific).

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the servicing General Counsel's office.

Written requests for information should contain the full name of the individual, current address and telephone number, and the latest correspondence received from the servicing General Counsel's office, if available.

Neither instructions nor provisions for personal visits are provided at this time.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the servicing General Counsel's office (Headquarters AAFES, AAFES-Europe, or AAFES-PAcific).

RECORD SOURCE CATEGORIES:

File information and documentation is provided by the AAFES personnel office responsible for records on the AAFES employee, the AAFES Grievance Examiner, and by the AAFES employee or his/ her representative.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES0405.05

SYSTEM NAME:

405.05 Statement of Employment and Financial Interests

SYSTEM LOCATION:

Office of the General Counsel, Headquarters Army and Air Force Exchange Service (AAFES); Office of the General Counsel, AAFES Europe; Office of the General Counsel, AAFES Pacific.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All general military officers assigned to AAFES and all AAFES employees classified as Universal Annual grade 16 or above; and all AAFES employees classified as Universal Annual grade 13 or above, and commissioned military officers in the rank of lieutenant colonel or above assigned to AAFES whose basic duties and responsibilities require the exercise of judgement in making an AAFES/government decision or in taking an AAFES/ government action in regard to contracting or procurement, auditing, and activities in which the final decision or action has a significant economic impact on the interests of any nonfederal enterprise.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains Department of Defense (DD) Form 1555, 'Confidential Statement of Employment and Financial Interest' and the indorsement of said Form by the AAFES employee's superior.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order No. 11222, 'Prescribing Standards of Ethical Conduct For Government Officers And Employees' dated 11 May 1965 and Title 10, United States Code, Sections 3012 and 8012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Servicing General Counsel's Office - To collect and maintain complete DD Forms 1555 as required. Release of information contained in the files is made to civil or criminal law enforcement agencies for law enforcement purposes and to officials and employees of the Department of Defense who have a need for the information in the performance of their duties.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file.

RETRIEVABILITY:

Filed alphabetically by last name of AAFES employee or military officer.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in locked safe or cabinet and maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

File is retained in active status until the close of the fiscal year in which the employee leaves a position for which a DD Form 1555 is required, or when the employee leaves AAFES, or when the statement is superseded, whichever is earlier. Obsolete DD Forms 1555 are maintained for two years in servicing General Counsel's inactive office files and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy General Counsel in servicing General Counsel's office (Headquarters AAFES, AAFES-Europe or AAFES-Pacific).

NOTIFICATION PROCEDURE:

Information may be obtained from the Deputy General Counsel of the servicing General Counsel's office (Headquarters AAFES, AAFES-Europe or AAFES-Pacific).

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the servicing General Counsel's office.

Written requests for information should contain the full name of the individual, current address and telephone number and the latest correspondence received from the servicing General Counsel's office, if available.

Neither instructions nor provisions for personal visits are provided at this time.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the servicing General Counsel's office (Headquarters AAFES, AAFES-Europe or AAFES-Pacific).

RECORD SOURCE CATEGORIES:

Information is furnished by the AAFES employee.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES0405.07

SYSTEM NAME:

0405.07 Retirement Assistance Files

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All United States citizen (to include permanent-resident alien, non-immigrant alien) employees with category of regular full-time, regular part-time, temporary part-time, temporary full-time, and intermittent employment.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains social security number (SSN), name, exchange location, date of birth, date of hire, leave accrual date, retirement participation date, service award base date, citizenship, marital status, sex, security clearance, current military status, prior AAFES service, job and pay data, type of insurance coverage, deductions, mobility status, date in grade, and step.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

To accomplish authority to employ a retired member of the armed forces during the 180 days immediately following retirement.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Contains inquiries and the replies to questions submitted in writing by employees concerning their own retirement situations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Five drawer metal file cabinet.

RETRIEVABILITY:

Alphabetical by employee's name.

SAFEGUARDS:

File cabinets are locked when not in use.

RETENTION AND DISPOSAL:

Cutoff at close of fiscal year. Destroyed after 1 year.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to HQ AAFES, ATTN: PE, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Neither instructions nor provisions for personnel visits are provided at this time.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is furnished by Servicing Personnel Office.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0405.11

SYSTEM NAME:

405.11 Individual Health Records

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service, Dallas, Texas

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Headquarters employees

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains on managerial and nonmanagerial employees (Hourly Pay Plan/Universal Annual); Military: Name address, birthdate, telephone and short health history. All are given voluntarily. Contains date of visit to dispensary, complaint of illness or injury and exact treatment given. The file contains correspondence from doctors regarding illnesses with special instructions for returning to work.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 United States Code, Section 3012

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To aid Occupational Health Nurses in giving better health care to employees who become ill or are injured during working hours. To help employees maintain good health. Used as reference for past injuries and/or treatment, since

recall on medical treatment may be vague and personnel may have changed.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

One five-drawer file cabinet and one four-shelf cabinet.

RETRIEVABILITY:

Name, alphabetical order (active files)
Name, alphabetical order; year (inactive files)

SAFEGUARDS:

Maintained in dispensary in locked cabinets.

RETENTION AND DISPOSAL:

Cut off active file when employee is transferred or separated. Destroy after six years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Administrative Services Division, Army and Air Force Exchange Service, Dallas, Texas

NOTIFICATION PROCEDURE:

Information may be obtained from:
Headquarters AAFES (AAFES-AD)
Dallas, Texas 75222
Telephone: Area Code 214/330-3871

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Headquarters, Army and Air Force Exchange Service (AAFES-AD), Dallas, Texas 75222.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number; if terminated, date of birth, date of separation and last employing location in addition to the above.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Employee

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES0405.15

SYSTEM NAME:

0405.15 Retirement Extension Files

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All United States citizen employees who have applied for deferred retirement.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains social security number (SSN), name, Exchange location, date of birth, service award base date, citizenship, marital status, sex, security clearance, current military status, prior AAFES service, job and pay data, type of insurance coverage, deductions, mobility status, date in grade, and step.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To accomplish authority to employ a retired member of the armed forces during the 180 days immediately following retirement.

Used to approve and control requests for extension of normal retirement date.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Five-drawer metal file cabinet.

RETRIEVABILITY:

Alphabetical by employee's name.

SAFEGUARDS:

File cabinets are locked when not in use.

RETENTION AND DISPOSAL:

Cutoff at close of fiscal year. Destroyed after 1 year.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to:
HQ AAFES
ATTN: PE
Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Neither instructions nor provisions for personnel visits are provided at this time.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is furnished by servicing personnel office.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0406.12a

SYSTEM NAME:

0406.12a Skills Bank File (Employee Skills Survey)

SYSTEM LOCATION:

Headquarters Army and Air Force Exchange Service (HQ AAFES), Dallas, TX; HQ AAFES-Europe; HQ AAFES-Pacific; HQ AAFES-Alaska; all regional offices; base and post exchange offices within the Army and the Air Force.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All AAFES regular full time (RFT) and regular part-time (RPT) hourly pay plan (HPP) employees and intermittent (regularly scheduled) employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, social security number (SSN), current job title, grade, duty phone, job location, date of Skills Survey (AAFES Form 1200-61), education/training courses completed, skills/experience acquired, skills used in daily work, and those identified as needed.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3012 and 8012 which identify the powers and duties delegated by the Secretary of the Army and the Secretary of the Air Force, respectively, each of whom is responsible for and has the authority necessary to conduct all affairs of his respective department, including functions necessary or appropriate for the training operations and administration.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To aid servicing personnel office in identifying and referring qualified employees for vacant positions. A skills bank for HQ AAFES employees is established/maintained from Employee Skills Survey, AAFES Form 1200-61. The

completed forms are filed alphabetically by employee name.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Alphabetically by employee name.

SAFEGUARDS:

Files are maintained in locked file cabinets.

RETENTION AND DISPOSAL:

Retained until such time as employee retires, resigns, or is otherwise separated, at which time record is destroyed. Upon employee's transfer to another AAFES location file is forwarded to gaining personnel office.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Administrative Services Division, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES (AD-P)
Dallas, TX 75222
Telephone: Area Code 214/330-3871

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: HQ AAFES, ATTN: AD-P, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, duty phone, and job location.

Personal visits may be made to the Administrative Services Division. Individuals should provide acceptable identification such as a valid driver's license.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by individuals concerned are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Employee Skills Survey (AAFES Form 1200-61), submitted by eligible RFT and RPT HPP employees and intermittent (regularly scheduled) employees.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0406.12b

SYSTEM NAME:

0406.12b Employee Career Development Plan File

SYSTEM LOCATION:

Headquarters Army and Air Force Exchange Service (HQ AAFES), Dallas, TX; HQ AAFES-Europe; HQ AAFES-Pacific; HQ AAFES-Alaska; all regional offices; base and post exchange offices within the Army and the Air Force.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All AAFES regular full time (RFT) and regular part-time (RPT) hourly pay plan (HPP) employees and intermittent (regularly scheduled) employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, social security number (SSN), current job title, grade, duty phone, job location, career goals as identified on AAFES Form 1200-62 and progress in achieving goals, career appraisals, and employee/supervisor comments.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3012 and 8012 which identify the powers and duties delegated by the Secretary of the Army and the Secretary of the Air Force, respectively, each of whom is responsible for and has the authority necessary to conduct all affairs of his respective department, including functions necessary or appropriate for the training operations and administration.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide HQ AAFES Personnel Branch (AD-P) a central reference of identifiable employees who have devised a career development plan, or who have attained eligiblity for referral consideration to vacant HPP positions. File also provides a source of information from which referral rosters of HPP employees for junior/middle management positions may be compiled.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Alphabetically by employee name.

SAFEGUARDS:

Files are maintained in locked file cabinets.

RETENTION AND DISPOSAL:

Retained until such time as employee retires, resigns, or is otherwise separated, at which time record is destroyed. Upon employee's transfer to another AAFES location, file is forwarded to gaining personnel office.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Administrative Services Division, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES (AD-P)
Dallas, TX 75222
Telephone: Area Code 214/330-3871

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: HQ AAFES, ATTN: AD-P, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, duty phone and job location.

Personal visits may be made to the Administrative Services Division. Individuals should provide acceptable identification such as a valid driver's license.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by individuals concerned are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Employee Career Development Plan (AAFES Form 1200-62), submitted by interested/eligible RFT and RPT HPP employees and intermittent (regularly scheduled) employees.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0408.05

SYSTEM NAME:

0408.05 Individual Trainee Files.

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All United States citizens (to include permanent-resident alien, non-immigrant alien) who have been selected for a college trainee or management development trainee position.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copy of employment application forms; copy of trainee appointment personnel action; copy of trainee appointment letter; copy of completion of college/university baccalaureate degree requirements; if Hourly Pay Plan (HPP), letter of nomination to college trainee or management development

trainee programs; if HPP, and participating in AAFES Upward Mobility Program, copy of Employee Qualification Record and Employee Career Appraisal Form; copy of Statement of Mobility; if HPP, copy of supervisor's record of employee; and if HPP, copies of last three performance reviews.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Personnel Division: To obtain information on current and past employment, education, training history, mobility preference, and personal data for the purpose of assignment to a college trainee or a management development trainee position.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Locked container.

RETRIEVABILITY:

Alphabetical by employee's name. Each file is retrieved, retained, stored, and disposed of by authorization of the Director, Personnel Division.

SAFEGUARDS:

Stored in locked container.

RETENTION AND DISPOSAL:

Cutoff at close of fiscal year following completion of training. Destroy after 5 years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Personnel Division, HQ AFFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to:
HQ AAFES,
ATTN: PE,
Dallas, TX 75222

Written requests for information should contain the full name of the individual, social security number, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition of the above.

Visits are limited to HQ AAFES, Director, Personnel Division, Dallas, TX 75222.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is based on initial written data provided by the applicant and AAFES to assist in the employment selection process.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0408.06

SYSTEM NAME:

0408.06 Trainee Card Index.

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All United States citizens (to include permanent-resident alien, non-immigrant alien) selected for college trainee or management development trainee positions.

CATEGORIES OF RECORDS IN THE SYSTEM:

Card contains trainee category, name, social security number (SSN), date of hire, date of birth, training location, marital status, position and grade to which assigned, and date and location of assignment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Personnel Division: To obtain ready reference regarding summary information, trainee employment status, and pertinent data for trainee employees.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Locked cabinet.

RETRIEVABILITY:

Alphabetical by employee name.

SAFEGUARDS:

Stored in locked cabinet.

RETENTION AND DISPOSAL:

Cutoff at close of fiscal year in which individual's trainee program is completed. Destroy after 1 year.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AFFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to:
HQ AAFES,
ATTN: PE,
Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Visits are limited to HQ AAFES, Director, Personnel Division, Dallas, TX 75222.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is obtained from employee's Career Management Folder.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0408.14

SYSTEM NAME:

0408.14 Tuition Assistance Case Files.

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All United States citizens (to include permanent resident aliens) who are regular full-time employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Managerial and non-managerial employees: Application for Tuition Assistance, approval letters, letters of congratulations, copies of Request for Disbursement, transcripts, curricula, grade reports, and course receipts.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Personnel Division: To maintain information on participants in the tuition assistance program of the AAFES in order to properly administer the program.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Filing cabinets.

RETRIEVABILITY:

Alphabetical by employee's name.

SAFEGUARDS:

Stored in locked cabinets.

RETENTION AND DISPOSAL:

Cutoff at close of fiscal year in which course is completed or 2 years after date of last action, if completion is unknown. Destroy after 2 years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to:
HQ AAFES,
ATTN: PE,
Dallas, TX 75222.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Neither instructions nor provisions for personal visits are provided at this time.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

AAFES Form 1850-3, Application for Tuition Assistance.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0408.15

SYSTEM NAME:

0408.15 Correspondence Course Files.

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange Services (AAFES), Dallas, TX 75222

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All United States citizens (to include permanent-resident alien, non-immigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

CATEGORIES OF RECORDS IN THE SYSTEM:

Managerial and non-managerial employees who are enrolled in AAFES correspondence courses and US Army correspondence courses: Application for enrollment, notice of enrollment, notice of completion, and certificate of completion.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To maintain information on participants in the correspondence course program of the AAFES in order to properly administer the program.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File cabinets.

RETRIEVABILITY:

Alphabetical by employee's name.

SAFEGUARDS:

None.

RETENTION AND DISPOSAL:

Cutoff at close of fiscal year in which course is completed, or 2 years after date of last action, if completion date is unknown. Destroy after 2 years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to:
HQ AAFES,
ATTN: PE,
Dallas, TX 75222.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Neither instructions nor provisions for personal visits are provided at this time.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

AAFES Form 1850-43, Management Development Program Course/Correspondence Course Enrollment Application; DA Form 145.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0409.01

SYSTEM NAME:

0409.01 AAFES Accident Report.

SYSTEM LOCATION:

Primary system will be at the Exchange reporting the accident/incident, at the Safety and Security Office at Exchange Region/Regional Exchange, and the Overseas Exchange System (OES) having jurisdiction over the reporting Exchange.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual injured in Army and Air Force Exchange Service (AAFES) controlled property/equipment/facility or involved in accidents or mishaps resulting in reportable damage to AAFES property or facilities; or who is injured or becomes ill when those injuries or illnesses are covered by the Williams-Steiger Occupational Safety and Health Act of 1970.

CATEGORIES OF RECORDS IN THE SYSTEM:

AAFES Accident Report/Supplementary Record of Federal Occupational Injuries and Illnesses/physicians' reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 11807.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Files are maintained at Headquarters (HQ) AAFES/HQ OES/Exchange Regions/Regional Exchanges/Area Exchanges/Exchanges as a primary record of accidents, incidents, mishaps, fires, or illnesses to be used in correcting deficiencies in safety field; in initiating insurance and workman's compensation claims; and in satisfying statistical reporting requirement to higher echelons of AAFES and the Department of Labor.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed by location of incident and code identifier.

SAFEGUARDS:

Buildings have security guards. Files kept in file cabinets. Records available to those with a need-to-know.

RETENTION AND DISPOSAL:

Retained by reporting Exchange for 5 years and by Safety and Security Offices for 2 years, then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Safety and Security Division, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: SS
Dallas, TX 75222
Telephone: Area Code 214-330-2721

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to:
HQ AAFES,
ATTN: SS,
Dallas, TX 75222.

Written requests for information should contain the full name of the individual, correct address, social security number, status, telephone number, job title, and date/place/time of the incident.

For personal visits, the individual should be able to provide acceptable identification.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations may be obtained from HQ AAFES, ATTN: SS, Dallas, TX 75222.

RECORD SOURCE CATEGORIES:

Data obtained from medical institutions/police/investigating officials/bureau of motor vehicle/state and local governments/witnesses and victims.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0410.01

SYSTEM NAME:

410.01 Employee Travel Files

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service, Dallas, Texas; Headquarters, AAFES-Pacific; Headquarters, AAFES-Europe; Headquarters, AAFES-Alaska; all regional offices; all base and post exchanges and satellites within the Army and Air Force System.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All US citizen employees at the managerial level.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name; social security number; location; travel orders; itineraries; travel expense vouchers and related papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Statistical analysis for the purpose of personnel costs, requirements, etc.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper files maintained in file folders.

RETRIEVABILITY:

Alphabetical by employee name.

SAFEGUARDS:

Maintained in locked filing cabinets.

RETENTION AND DISPOSAL:

Cutoff at close of fiscal year. Destroy after 2 years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Administrative Services Division, Army and Air Force Exchange Service, Dallas, Texas.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Headquarters AAFES (AAFES-AD)
Dallas, Texas 75222
Telephone: Area Code 214/330-3871

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Headquarters, Army and Air Force Exchange Service (AAFES-AD), Dallas, Texas 75222.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number; if terminated, date of birth, date of separation and last employing location in addition to the above.

Instructions nor provisions for personal visits are provided at this time.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Travel Expense Vouchers; Travel Orders; Receipt and related paper.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES0410.04

SYSTEM NAME:

410.04 Passport Files

SYSTEM LOCATION:

Office responsible for security passports and visas for official foreign travel.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All US citizen employees at the managerial level.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name; job data; passport data and related papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Renewal purposes: ready-reference to identify employees possessing current passports.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper cards maintained in file box.

RETRIEVABILITY:

Alphabetical by employee name.

SAFEGUARDS:

None

RETENTION AND DISPOSAL:

Destroy when employee is separated or when passport has expired without request for renewal or revoked, whichever is earlier.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Administrative Services Division, Army and Air Force Exchange Service, Dallas, Texas.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Headquarters AAFES (AAFES-AD)
Dallas, Texas
Telephone: Area Code 214/330-3871

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Headquarters, Army and Air Force Exchange Service (AAFES-AD), Dallas, Texas 75222.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number; if terminated, date of birth, date of separation and last employing location in addition to the above.

Instructions nor provisions for personal visits are provided at this time.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Request for Passport; Passport.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES0501.04

SYSTEM NAME:

0501.04 Universal Annual Photograph Files.

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Universal Annual (UA) Salary Plan employees worldwide.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains photographs of UA employees with their name and date of photograph.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Sections 3012 and 8012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used for publicity purposes when photograph is needed for publication.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File cabinet. All records are retrieved, retained, stored, and disposed of by authorization of the Director, Personnel Division.

RETRIEVABILITY:

Alphabetically by employee's name.

SAFEGUARDS:

Maintained in locked file cabinet. Available only to personnel having specific authorization to retrieve photographs.

RETENTION AND DISPOSAL:

Maintained in active status for duration of UA's employment. Maintained in inactive status for 3 years after separation, after which time it is destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

RECORD ACCESS PROCEDURES:

Requests for individuals should be addressed to:
HQ AAFES,
ATTN: PE,
Dallas, TX 75222.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Visits are limited to HQ AAFES, Director, Personnel Division, Dallas, TX 75222.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Photographs taken of UA employees at duty stations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0505.02

SYSTEM NAME:

0505.02 IO Biographical Files.

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Command and Public Relations Division; AAFES-Europe-CP; and AAFES-Pacific-CP.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and Universal Annual personnel assigned to HQ AAFES, continental United States Exchange Regions, and overseas headquarters.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains: Individual's name; current position title; home address to include street, city, state, zip code, Army Post Office; date of birth; place of birth; marital status; maiden name of spouse; place of birth; name and ages of children; education to include high school and/or college attended, degree; military history, rank, date and type of discharge; reserve status, awards and decorations; membership in fraternal and civic organizations; prior employment; AAFES assignments, AAFES training, awards of honors; special interests or hobbies, name of hometown newspaper, and individual 5x7/8x10 photograph.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Sections 3012 and 8012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Command and Public Relations Division, Information Service Branch: To prepare news and feature articles about employees for employee newspaper, trade media, and/or hometown newspaper.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

All records are retrieved, retained, stored and disposed of by authorization of the Director, Command and Public Relations Division.

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Alphabetically by employee's name.

SAFEGUARDS:

Buildings employ security guards. Records maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Records are retained in active file for as long as individual is employed. Destroyed upon termination of employment.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Command and Public Relations Division, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: CP
Dallas, TX 75222
Telephone: Area Code 214/330-3865

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: HQ AAFES, ATTN: CP, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Visits are limited to HQ AAFES, Director, Personnel Division, Dallas, TX 75222.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

AAFES Form 1200-75/1200-76, Personnel Action.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0602.01

SYSTEM NAME:

602.01 Claims v. AAFES

SYSTEM LOCATION:

Office of the General Counsel, Headquarters Army and Air Force Exchange Service (AAFES); Office of the General Counsel, AAFES-Europe; Office of the General Counsel, AAFES-Pacific.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who has filed a claim against AAFES and whose claim has been forwarded to this office.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains correspondence received from the claimant or claimant's attorney and related claim documentation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Sections 3012 and 8012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Servicing General Counsel's office-To investigate the claims and prepare responses when necessary. Release of information contained in the files is made to civil or criminal law enforcement agencies for law enforcement purposes and to officials and employees of the Department of Defense and Department of Justice who have a need for the information in the performance of their duties.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed aphabetically by last name of claimant.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

The file is retained until the claim is settled or withdrawn or one year from the date of the claimant's latest submission if the claim is not pursued. The file is then retired to the servicing AAFES warehouse or the servicing General Services Administration Records Holding Center for six years. Files are destroyed after six years.

SYSTEM MANAGER(S) AND ADDRESS:

General Counsel, Headquarters AAFES; General Counsel, AAFES-Europe; General Counsel, AAFES-Pacific.

NOTIFICATION PROCEDURE:

Information may be obtained from the servicing General Counsel (Headquarters AAFES, AAFES-Europe, or AAFES-Pacific).

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the servicing General Counsel's office.

Written requests for information should contain the full name of the individual, current address and telephone number, and the latest correspondence received from the servicing General Counsel's Office, if available.

Neither instructions nor provisions for personal visits are provided at this time.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the servicing General Counsel's office (Headquarters AAFES, AAFES-Europe or AAFES-Pacific).

RECORD SOURCE CATEGORIES:

Information is obtained from any individual who can provide information concerning the claim and from all available documentation concerning the claim.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES0602.04a

SYSTEM NAME:

602.04 Litigation Initiated by AAFES

SYSTEM LOCATION:

Office of the General Counsel, Headquarters Army and Air Force Exchange Service (AAFES); Office of the General Counsel, AAFES-Europe; Office of the General Counsel, AAFES-Pacific.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual against whom AAFES has filed a complaint or similar pleading in a court or administrative body.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains pleadings and documents filed by parties to the action and documentation, correspondence and memoranda pertaining thereto.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Sections 3012 and 8013.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Servicing General Counsel's office-To process and respond, as necessary, to all complaints and other pleadings filed. Release of information contained in the files is made to civil or criminal law enforcement agencies for law enforcement purposes and to officials and employees of the Department of Defense and Department of Justice who have a need for the information in the performance of their duties.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of defendant in the proceeding.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Files are retained in the servicing General Counsel's office until the judicial proceeding has been resolved, then retired to the servicing AAFES warehouse or servicing General Services Administration Records Holding Center. Files are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

General Counsel, Headquarters AAFES; General Counsel, AAFES-Europe; General Counsel, AAFES-Pacific.

NOTIFICATION PROCEDURE:

Information may be obtained from the servicing General Counsel (Headquarters AAFES, AAFES-Europe, or AAFES-Pacific).

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the servicing General Counsel's office.

Written requests for information should contain the full name of the individual, current address and telephone number, and the latest correspondence received from the servicing General Counsel's office, if available.

Neither instructions no provisions for personal visits are provided at this time.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the servicing General Counsel's office (Headquarters AAFES, AAFES-Europe and AAFES-Pacific).

RECORD SOURCE CATEGORIES:

Information is obtained from any individual who can provide information concerning the proceedings and from all available documentation concerning the proceedings.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES0602.04b

SYSTEM NAME:

602.04 Litigation Against AAFES Employees and/or AAFES

SYSTEM LOCATION:

Office of the General Counsel, Headquarters Army and Air Force Exchange Service (AAFES); Office of the General Counsel, AAFES-Europe; Office of the General Counsel, AAFES-Pacific.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who has filed a complaint or similar pleading in a court or administrative body in which an AAFES employee and/or AAFES is named as a defendant.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains pleadings and documents filed by parties to the action and documentation, correspondence and memoranda pertaining thereto.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Sections 3012 and 8012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Servicing General Counsel's office-To process and respond, as necessary, to all complaints and other pleadings filed. Release of information contained in the files is made to civil or criminal law enforcement agencies for law enforcement purposes and to officials and employees of the Department of Defense and Department of Justice who have a need for the information in the performance of their duties.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of plaintiff in the proceeding.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Files are retained in the servicing General Counsel's office until the judicial proceeding has been resolved, then retired to the servicing General Services Administration Records Holding Center. Files are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

General Counsel, Headquarters AAFES; General Counsel, AAFES-Europe; General Counsel, AAFES-Pacific.

NOTIFICATION PROCEDURE:

Information may be obtained from the servicing General Counsel (Headquarters AAFES, AAFES-Europe, or AAFES-Pacific).

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the servicing General Counsel's office.

Written requests for information should contain the full name of the individual, current address and telephone number, and the latest correspondence received from the servicing General Counsel's office, if available.

Neither instructions no provisions for personal visits are provided at this time.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the servicing General Counsel's office (Headquarters AAFES, AAFES-Europe and AAFES-Pacific).

RECORD SOURCE CATEGORIES:

Information is obtained from any individual who can provide information concerning the proceedings and from all available documentation concerning the proceedings.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES0604.02

SYSTEM NAME:

604.02 Unfair Labor Practice Claim/Charges File

SYSTEM LOCATION:

Office of the General Counsel, Headquarters Army and Air Force Exchange Service (AAFES); Office of the General Counsel, AAFES-Europe; Office of the General Counsel, AAFES-Pacific; All Continental United States (CONUS) exchange region personnel offices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All AAFES civilian employees, except those not permitted to file charges/claims under Executive Order 11491, as amended.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains written allegation(s) by AAFES employees of an unfair labor

practice (ULP), correspondence, documentation and memoranda concerning the ULP claim/charge.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Sections 3012 and 8012; and Executive Order 11491, 'Labor-Management Relations in the Federal Service,' dated 31 October 1969, as amended.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

General Counsel offices-To process all ULP charges/claims through informal and formal negotiations, to provide information and documentation to U.S. Department of Labor personnel, to officials and employees of the Department of Defense and Department of Justice who have a need for the information in the performance of their duties.

All personnel offices-To accumulate information and documentation regarding ULP charges/claims, to provide information to the servicing General Counsel office and to AAFES management personnel on a need-to-know basis.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Filed alphabetically by last name of individual and by installations where the employee is located.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are retained in an active file for five calendar years and then stored in the servicing AAFES warehouse or General Services Administration Records Holding Center for five additional years after which time they are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

General Counsel, Headquarters Army and Air Force Exchange Service, Dallas Texas 75222.

NOTIFICATION PROCEDURE:

Information for all Headquarters AAFES employees may be obtained from General Counsel, Headquarters AAFES.

Information for all AAFES-Alaska employees may be obtained from the Chief of Personnel, AAFES-Alaska.

Information for all AAFES-Europe employees may be obtained from the Chief of Personnel, AAFES-Europe.

Information for all AAFES-Pacific employees may be obtained from the Chief of Personnel, AAFES-Pacific.

Information for all AAFES employees of the Alamo Exchange Region may be obtained from the Chief of Personnel, Alamo Exchange Region.

Information for all AAFES employees of the Capitol Exchange Region may be obtained from the Chief of Personnel, Capitol Exchange Region.

Information for all AAFES employees of the Golden Gate Exchange Region may be obtained from the Chief of Personnel, Golden Gate Exchange Region.

Information for all AAFES employees of the Ohio Valley Exchange Region may be obtained from the Chief of Personnel, Ohio Valley Exchange Region.

Information for all AAFES employees of the Southeast Exchange Region may be obtained from the Chief of Personnel, Southeast Exchange Region.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Headquarters AAFES (AAFES-GC), Dallas, Texas 75222.

Written requests for information should contain the full name of the individual, social security number, and last employing location.

Neither instructions nor provisions for personal visits are provided at this time.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the General Counsel, Headquarters Army and Air Force Exchange Service, Dallas, Texas 75222.

RECORD SOURCE CATEGORIES:

Information is furnished by the AAFES employee, the union representing the AAFES employee, any individual who can provide information concerning the ULP charge/claim, and from all available documentation concerning the ULP charge/claim.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES0702.01

SYSTEM NAME:

0702.01 Paid Disbursement Files.

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; in continental United States: AAFES Exchange Regions, Area Exchanges; Overseas: HQ AAFES-Alaska, HQ AAFES-Europe, HQ AAFES-Pacific, and Exchange Regions.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All U.S. citizen Universal Annual Salary Plan employees and foreign national employees who are required to travel.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains alphanumeric: Employee's social security number (SSN)/payroll number, employee's name, and payments made to or on behalf of employee for travel-transfer expenses.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

HQ AAFES Comptroller Division, General Accounting Branch, utilizes file to control payments to employees and furnish necessary information to both employee and Internal Revenue Service for income tax purposes.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Copies of checks and supporting documents such as travel orders, travel vouchers, invoices, etc. All records are retrieved, retained, stored, and disposed by authorization of AAFES Comptroller.

RETRIEVABILITY:

By SSN/payroll number, employee's name or check number.

SAFEGUARDS:

Documents maintained in file folders in metal containers such as standard file cabinets. Retrievability request must be written and requires signature of section chief or unit supervisor.

RETENTION AND DISPOSAL:

Cutoff at close of fiscal year; destroyed after 6 years.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, General Accounting Branch, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from: HQ AAFES

ATTN: Comptroller Division, CM-G
Dallas, TX 75222
Telephone: Area Code 214/330-2631

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to: HQ AAFES, ATTN: CM-G, Dallas, TX 75222.

Written request should contain full name of individual, SSN/payroll number, and location of employment.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Travel orders, travel vouchers, records of expenses incurred, and copies of checks issued for reimbursement.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0702.22

SYSTEM NAME:

Check-Cashing Privilege Suspense Files.

SYSTEM LOCATION:

Headquarters Army and Air Force Exchange Service, Dallas, TX 75222; HQ AAFES, Alaska; HQ AAFES, Europe; HQ AAFES Pacific, (Both Exchange Regions and Main Stores).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Exchange customers, military, dependents, retirees, and exchange employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Customer name and Social Security Number, amounts of checks not paid by bank, and category of customer (i.e., military, dependent, retiree, etc.).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Printout of listing distributed to applicable locations where mechanical device is not available. Mechanical device, where used, will indicate eligibility to cash a check by displaying a colored light. Printout or mechanical device used to control customer eligibility to cash checks. In overseas areas printouts or access to mechanical devices are provided to military banking facilities. These facilities are branches of U.S. based financial institutions which are under contract to the Departmant of Defense to provide banking services to U.S. military and affiliated civilian personnel overseas. Any financial losses sustained by these activities in support of the Department of Defense program are underwritten by DoD using appropriated funds. The financial institutions use the check-cashing information only to determine whether to cash checks or similar negotiable instruments for individuals, not to award or deny other banking privileges.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer tapes, disks, and printouts.

RETRIEVABILITY:

By SSN.

SAFEGUARDS:

All information is stored in locked rooms within secured buildings and is accessed only by designated personnel having official need therefore - primarily by individuals authorized to cash checks.

RETENTION AND DISPOSAL:

Information is retained until no longer needed at which time it is destroyed by shredding or erasure.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, HQ Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not thir system contains information concerning them should contact either the local Exchange where check was cashed (or refused) or HQ Army and Air Force Exchange Service, Dallas, TX 75222, furnishing full name, SSN or other acceptable identifying information that will facilitate locating the record.

RECORD ACCESS PROCEDURES:

Individuals seeking access to records concerning themselves should write to the System Manager furnishing the information in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Cashed checks not honored by the bank.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0702.23

SYSTEM NAME:

0702.23 Check-Cashing Privilege Files.

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; in continental United States: AAFES Exchange Regions, Area Exchanges and Installation Exchanges; Overseas: HQ AAFES-Alaska, HQ AAFES-Europe, HQ AAFES-Pacific, and Exchange Regions.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Exchange Customers: Military, dependents, retirees, and Exchange Service employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains alphanumeric: Customer name and social security number (SSN), indebtedness amount and collection efforts documentation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

HQ AAFES Comptroller Division, General Accounting Branch, utilizes file to collect checks that were not paid by the bank.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in metal filing cabinets; access is restricted to employees with a need-to-know. All records are retrieved, retained, stored, and disposed by authorization of AAFES Comptroller.

RETRIEVABILITY:

By SSN and customer name.

SAFEGUARDS:

Documents maintained in file folders and stored in metal containers such as standard file cabinets.

RETENTION AND DISPOSAL:

Cutoff at time case is closed and destroyed after 3 years.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, General Accounting Branch, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from: HQ AAFES, Comptroller Division, CM-G

ATTN: Comptroller Division, CM-G
Dallas, TX 75222
Telephone: Area Code 214/330-2631

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to: HQ AAFES, ATTN: CM-G, Dallas, TX 75222.

Written request should contain full name of individual and SSN.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Checks cashed by customers and not paid by the bank.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0702.23b

SYSTEM NAME:

702.23 Dishonored Check Files

SYSTEM LOCATION:

Office of the General Counsel, Headquarters Army and Air Force Exchange Service (AAFES); Office of the General Counsel, AAFES-Europe; Office of the General Counsel, AAFES-Pacific.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who has negotiated dishonored checks at AAFES facilities and whose check cashing privilege file has been transferred to the servicing General Counsel's office for further collection as appropriate.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains alpha-numeric: customer name and social security number, indebtedness amount and collection efforts and documentation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Sections 3012 and 8012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The servicing General Counsel's office uses the file to collect the dishonored check indebtedness from the responsible individual. Release of information contained in the files is made to civil or criminal law enforcement agencies for law enforcement purposes and to officials and employees of the Department of Defense and Department of Justice who have a need for the information in the performance of their duties.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of the individual responsible for the dishonored checks.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Files are retained in the servicing General Counsel's office until the indebtedness has been collected, the indebtedness has been determined uncollectible, or additional administrative action from Comptroller Division, Headquarters AAFES, AAFES-Pacific or AAFES-Europe is required. Files are returned to the servicing Comptroller Division to be maintained with the appropriate check cashing privilege files.

SYSTEM MANAGER(S) AND ADDRESS:

General Counsel, Headquarters AAFES; General Counsel, AAFES-Europe; General Counsel, AAFES-PAcific.

NOTIFICATION PROCEDURE:

Information may be obtained from the servicing General Counsel (Headquarters AAFES, AAFES-Europe, or AAFES-Pacific).

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the servicing General Counsel's office.

Written requests for information should contain the full name of the individual, current address and telephone number, and the latest correspondence received from the servicing General Counsel's office, if available.

Neither instructions nor provisions for personal visits are provided at this time.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the servicing General Counsel's office (Headquarters AAFES, AAFES-Europe, or AAFES-Pacific).

RECORD SOURCE CATEGORIES:

Dishonored checks returned by a banking facility, information from the individual's employer or military commander (as applicable), information received from law enforcement investigative agencies, and information concerning the individual's credit.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES0702.34

SYSTEM NAME:

0702.34 Accounts Receivable Files.

SYSTEM LOCATION:

Headquarters (HQ), Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Pacific; HQ AAFES-Europe; HQ AAFES-Alaska; continental United States and oversea exchange regions, area exchanges, and post and base exchanges and satellites within the AAFES system.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All AAFES customers to include military, retirees, civilians, and civilian dependents.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains charge or credit vouchers, oil company credit card tickets, cash receipts documents, purchase orders, receiving reports, and correspondence with the customer.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Sections 3012 and 8012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used to establish exchange receivables from customers for purchase under a deferred payment plan, book store catalog sales, mail order payment shortages, and rejected oil company credit cards/tickets. Provides documentation to monitor amounts due to take necessary collection actions. Provides support for monthly detailed listings of open items which are prepared to support ledger balances.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of customer.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel.

Paper documents are maintained in steel storage cabinets.

RETENTION AND DISPOSAL:

Records are retained in current files until close of fiscal year in which receivable is cleared. At year end, files are stored and subsequently destroyed after 6 years.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, General Accounting Branch, Comptroller, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: Comptroller Division, General Accounting Branch
Dallas, TX 75222
Telephone: Area Code 214/330-2631

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: HQ AAFES, ATTN: CM-G, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, current address and telephone number, AAFES activity at which the receivable was established, and date of transaction.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is collected directly from the customer either in writing or verbally. Additional data may be obtained from correspondence between AAFES and vendors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0702.43

SYSTEM NAME:

0702.43 Travel Advance Register Files.

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Comptroller Division, Dallas, TX 75222.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Universal Annual Salary Plan employees who are required to travel either for frequent intermittent periods or sustained periods of time.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains alphanumeric: employee's name, area of assignment, and dollar amount advanced.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

HQ AAFES Comptroller Division, General Accounting Branch, utilizes file to monitor travel advances paid out.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in locked metal filing cabinets; access is restricted to employees who have a need-to-know. All records are retrieved, retained, stored, and disposed by authorization of AAFES Comptroller.

RETRIEVABILITY:

By employee's name.

SAFEGUARDS:

Documents maintained in file folders in combination locked file cabinet. Retrievability authorized by unit supervisor.

RETENTION AND DISPOSAL:

Cutoff after advance has been repaid. Destroy after 1 year.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, General Accounting Branch, Comptroller, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: Comptroller Division, CM-G
Dallas, TX 75222
Telephone: Area Code 214/330-2631

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to: HQ AAFES, ATTN: CM-G, Dallas, TX 75222.

Written request should contain full name of individual.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Checks issued to employees for permanent travel advance.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0702.44

SYSTEM NAME:

0702.44 Travel Advance - Trial Balance Files.

SYSTEM LOCATION:

Headquarters (HQ), Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; in continental United States: AAFES Exchange Regions and Area Exchanges; Overseas: HQ AAFES-Alaska, HQ AAFES-Pacific, HQ AAFES-Europe, and Exchange Regions.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Universal Annual Salary Plan employees who have been issued travel advances.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains alphanumeric: Employee name and dollar amount advanced.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

HQ AAFES Comptroller Division, General Accounting Branch, utilizes file to control travel advances issued.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in metal filing cabinets; access is restricted to employees who have a need-to-know. All records are retrieved, retained, stored, and disposed by authorization of AAFES Comptroller.

RETRIEVABILITY:

By employee's name and location where advance was issued.

SAFEGUARDS:

Documents maintained in file folders in standard file cabinets. Retrievability authorized by section supervisor.

RETENTION AND DISPOSAL:

Cutoff at close of fiscal year. Destroy after 1 year.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, General Accounting Branch, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: Comptroller Division, CM-G
Dallas, TX 75222
Telephone: Area Code 214/330-2631

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to: HQ AAFES, ATTN: CM-G, Dallas, TX 75222.

Written request should contain full name and area of assignment.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Trial balances prepared by exchange elements.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0703.01

SYSTEM NAME:

0703.01 AAFES Time Sheets.

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; in Continental Unites States (CONUS): AAFES Exchange Regions, Area Exchanges, post and base exchanges including satellites; overseas: HQ AAFES-Europe, HQ AAFES-Pacific, and HQ AAFES-Alaska.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All United States citizens (to include permanent-resident alien, non-immigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains alphanumeric: Facility number, employee's name, social security number (SSN), category, leave balance, and shift identification number. Printout is combination Time Sheet and Time and Attendance (TA), Register for CONUS exchanges and TA Register only for oversea exchanges.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Printout distributed to all exchanges biweekly two pay periods in advance for recording hours worked, leave hours, and other data essential to payroll processing. CONUS exchanges record payroll data from TA Register to Optical Character Recognition (OCR) Time Sheet and submit to HQ AAFES for OCR Reader. Oversea exchanges key punch data from TA Register and submit via wire transmission to HQ AAFES.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer tape and printouts resulting from source input. OCR paper source documents stored by exchange number in steel file cabinets in HQ AAFES CM-M. All records are retrieved, retained, stored, and disposed of by Authorization of the Comptroller.

RETRIEVABILITY:

Source documents by payroll period, exchange number, SSN or name.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel on a need-to-know basis.

RETENTION AND DISPOSAL:

Maintained 3 months in Payroll Branch. Transferred to AAFES Records Warehouse. Destroyed after 2 years.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Payroll Branch, Comptroller, HQ AAFES, Dallas, TX 75222

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES, Comptroller, Payroll Branch
ATTN: Comptroller, Payroll Branch
Dallas, TX 75222
Telephone: Area Code 214/330-3870

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: HQ AAFES, ATTN: CM-M, Dallas, TX 75222

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of separation and last location in addition to the above.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

TA Registers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0703.02

SYSTEM NAME:

0703.02 Payroll Allotment Files.

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Comptroller Division, Dallas, TX 75222.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All regular full-time employees of HQ AAFES and all Universal Annual employees worldwide.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains alphanumberic: Employee's social security number (SSN) or pseudo number, employee's name, exchange number, amount of allotment, and allottee's name and address.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used as source document to update employee's payroll master records and name and address file for mechanical preparation of checks payable to allottee.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer printouts and paper documents in file folders. All records are retrieved, retained, stored, and disposed of by authorization of the Comptroller.

RETRIEVABILITY:

Usually by name within Exchange.

SAFEGUARDS:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel on a need-to-know basis.

RETENTION AND DISPOSAL:

Replaced when superseded by new or revised document or deleted upon employee termination. Pulled documents destroyed after 1 year.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Payroll Branch, Comptroller, HQ AAFES, Dallas, TX 75222

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: Comptroller, Payroll Branch
Dallas, TX 75222
Telephone: Area Code 214/330-3870

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: HQ, AAFES, ATTN: CM-M, Dallas, TX 75222

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of separation and last location in addition to the above.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Employee completes and submits document through servicing personnel office.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0703.03

SYSTEM NAME:

0703.03 United States Savings Bond Register Files.

SYSTEM LOCATION:

Headquarters (HQ), Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; in Continental United States: AAFES Exchange Region, Area Exchanges, post and base exchanges including satellites; Overseas: HQ AAFES-Europe, HQ AAFES-Pacific, and HQ AAFES-Alaska.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All United States citizen (to include permanent-resident alien, non-immigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

CATEGORIES OF RECORDS IN THE SYSTEM:

Computer printout showing employee's name, social security number (SSN), Exchange number, maturity value, cost of bond, current deduction, refund, old balance, new balance, and serial number of bond purchased.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Printout of listing by exchange distributed to each applicable servicing personnel office biweekly with purchased bonds. HQ AAFES Comptroller Division, Payroll Branch, utilizes printout to control employee's bond balance.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer tape, printout, and microfiche. All records are retrieved, stored, and disposed of by authorization of the Comptroller.

RETRIEVABILITY:

Usually by SSN or pseudo number within exchange number.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible to authorized personnel on a need-to-know basis.

RETENTION AND DISPOSAL:

HQ AAFES Payroll Branch: Destroy after 4 years.

Other offices: Destroy after 1 year.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Payroll Branch, Comptroller, HQ AAFES, Dallas, TX 75222

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES, Comptroller, Payroll Branch
ATTN: Comptroller, Payroll Branch
Dallas, TX 75222
Telephone: Area Code 214/330-3870

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: HQ, AFFES, ATTN: CM-M, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of separation and last location in addition to the above.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Bond application form completed by employee.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0703.05

SYSTEM NAME:

0703.05 Personnel Action/Discrepancy Notice Files.

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222 and applicable Servicing Personnel Offices within the AAFES worldwide system.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All United States citizen (to include permanent-resident alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains: social security number (SSN); name; exchange location; home address to include street, city/state/county, zip code/Army Post Office; date of birth; date of hire; leave accrual date; retirement participation date; service award base date; citizenship; marital status; prior military status; prior AAFES service; sponsor affiliation where the employee is a dependent of a U.S. government/military member; job code and job title; mobility status; employment category; pay plan wage schedule number; grade/step; base hourly rate; scheduled work week; scheduled shift; commission rate/override where applicable; Federal tax exemptions; state tax code and exemptions; type of insurance coverage and deduction amount; deductions to include janitorial fee, union dues, employees' association, and Combined Federal Campaign; and overseas allowances where applicable to include cost of living allowance, post differential, quarters allowance, and separate maintenance allowance.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Sections 3012 and 8012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Personnel Division: To correct errors in keypunch Personnel Actions which are identified through machine edits.

Comptroller Division: To maintain hard copy documentation of the employee's current and past personnel records for pay purposes.

Servicing Personnel Offices: To document corrections to the personnel actions in the employee's Official Personnel Folder (OPF).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders. All records are retrieved, retained, stored, and disposed of by authorization of the Director, Personnel Division.

RETRIEVABILITY:

Alphabetically by employee's name.

SAFEGUARDS:

Folders maintained in locked filing cabinets.

RETENTION AND DISPOSAL:

Personnel Division: Destroyed upon verification of error correction.

Comptroller Division: Cutoff at close of fiscal year in which employee is terminated. Destroyed after 4 years.

Servicing Personnel Office: Destroyed after posting correction to the employees OPF.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: HQ AAFES, ATTN: PE, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Visits are limited to HQ AAFES, Director, Personnel Division, Dallas, TX 75222.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

AAFES Form 1200-75/1200-76, Personnel Action

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0703.07

SYSTEM NAME:

0703.07 Payroll Register Files.

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; in Continental United States: AAFES Exchange Region, Area Exchanges, post and base exchanges including satellites; overseas: HQ AAFES-Europe, HQ AAFES-Pacific, and HQ AAFES-Alaska.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All United States citizen (to include permanent-resident alien, non-immigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains alphanumeric: Employee's social security number (SSN) or psuedo number, employee's name, current payroll data, quarter-to-date and year-to-date wages and/or deductions, leave balances, and control information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Printout of listing by exchange distributed to each applicable servicing personnel office biweekly. HQ AAFES Comptroller Division, Payroll Branch, utilizes microfiche of subject report. Printout serves to control employees current pay status and year-to-date data in order to reply to valid inquiries to individual employee's payroll data.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer tape and computer printout. All records are retrieved, retained, stored, and disposed of by authorization of the Comptroller.

RETRIEVABILITY:

Usually by SSN or psuedo number within Exchange number.

SAFEGUARDS:

Tape file maintained at Data Systems Division, Computer Processing Branch - Computer Processing Tape Library. Retrievability requests must be written and need the signature of the Comptroller.

RETENTION AND DISPOSAL:

Tape file: 1 year.

Computer Printout: Permanent, cutoff at close of fiscal year and maintained for 2 years, then retired to National Personnel Records Center.

Other offices: Cutoff at close of fiscal year. Destroy after 1 year.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Payroll Branch, Comptroller, HQ AAFES, Dallas, TX 75222

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: Comptroller, Payroll Branch
Dallas, TX 75222
Telephone: Area Code 214/330-3870

RECORD ACCESS PROCEDURES:

Requests from individual should be addressed to: HQ AAFES, ATTN: CM-M, Dallas, TX 75222

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of separation and last location in addition to the above information.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Personnel Action, Time Sheet, other related documents, and calculated results from current payroll.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0703.09

SYSTEM NAME:

0703.09 Employer's Copy of Income Tax Withheld.

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Comptroller Division, Payroll Branch, Dallas, TX 75222.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All United States citizen (to include permanent-resident alien, non-immigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains alphanumberic: Employee's name; address; social security number (SSN); exchange number; Federal, social security, State

or local information; and other information required.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Printout is replica of wage and tax statement Form W-2 on microfiche. File is utilized to reply to valid inquiries and to replace lost W-2 Forms for employees.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer tape and microfiche printout. All records are retrieved, retained, stored, and disposed of by authorization of the Comptroller.

RETRIEVABILITY:

By employee's last name.

SAFEGUARDS:

Tape file maintained at Data Systems Division, Comptroller Processing Branch, Tape Library. Retrievability request should be written and requires authority of Comptroller.

RETENTION AND DISPOSAL:

Destroy microfiche after 5 years.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Payroll Branch, Comptroller, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: Comptroller, Payroll Branch
Dallas, TX 75222
Telephone: Area Code: 214/330-3870

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to: HQ AAFES, ATTN: CM-M, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of separation and last location in addition to the above.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

At end of taxable year from mechanically stored payroll data (Payroll Master File).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0703.10

SYSTEM NAME:

0703.10 Employer's Quarterly Federal Tax Return Files.

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange System (AAFES), Comptroller Division, Payroll Branch, Dallas, TX 75222.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All United States citizen (to include permanent-resident alien, non-immigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

CATEGORIES OF RECORDS IN THE SYSTEM:

These files consist of Treasury Department Form 941, other comparable forms, computer printouts, magnetic tape, and related documents showing reports of Federal and State tax withheld from employees and the banking and payment thereof.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

For reconciliation and payment of taxes withheld from employees and employer's share.

To provide Internal Revenue Service (IRS) with magnetic tape representating wages covered by Social Security.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer tape and microfilm received from IRS and computer printouts. All records are retrieved, retained, stored, and disposed of by authorization of the Comptroller.

RETRIEVABILITY:

By social security number (SSN).

SAFEGUARDS:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel on a need-to-know basis.

RETENTION AND DISPOSAL:

Destroy after 5 years.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Payroll Branch, Comptroller, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES, Comptroller, Payroll Branch
ATTN: Comptroller, Payroll Branch
Dallas, TX 75222
Telephone: Area Code 214/330-3870

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: HQ AAFES, ATTN: CM-M, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of separation and last location in addition to the above.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Data stored in payroll master file.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0703.11

SYSTEM NAME:

0703.11 Wage and Separation Information Report Files.

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Comptroller Division, Payroll Branch, Dallas, TX 75222

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All United States citizen (to include permanent-resident alien, non-immigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains alphanumeric: Employee's social security number (SSN), employee's name, last employment facility, reason for separation, and wage data as requested.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To furnish data requested by State Employment Service.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Documents maintained alphabetically in file folders. All records are retrieved, retained, stored, and disposed of by authorization of the Comptroller.

RETRIEVABILITY:

By employee's name.

SAFEGUARDS:

Building employs security guards. Records are maintained in area accessible only to authorized personnel on a need-to-know basis.

RETENTION AND DISPOSAL:

Destroy after 4 years.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Payroll Branch, Comptroller, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
Comptroller, Payroll Branch
Dallas, TX 75222
Telephone: Area Code 214/330-3870

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to: HQ AAFES, ATTN: CM-M, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of separation and last location in addition to the above.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Document received from State Employment Service. Data retrieved from computer printouts, microfilm, and personnel actions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0703.12

SYSTEM NAME:

0703.12 Payroll Adjustment Files.

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Comptroller Division, Payroll Branch, Dallas, TX 75222

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All United States citizen (to include permanent-resident alien, non-immigrant alien) employees with category of regular fill-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains alphanumeric: Facility number, employee's name, social security number (SSN), hours, and dollar amount by type to be paid or withheld to/from employee.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To adjust employee's pay due to retroactive increases/decreases or over/under withholding deductions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

By exchange number within pay period ending date. Copy maintained in servicing personnel office and copy furnished to employee. All records are retrieved, retained, stored, and disposed of by authorization of the Comptroller.

RETRIEVABILITY:

By Exchange, by employee's name.

SAFEGUARDS:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel on a need-to-know basis.

RETENTION AND DISPOSAL:

Destroy after 4 years.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Payroll Branch, Comptroller, HQ AAFES, Dallas, TX 75222

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: Comptroller, Payroll Branch
Dallas, TX 75222
Telephone: Area Code 214/330-3870

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to: HQ AAFES, ATTN: CM-M, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of separation and last location in addition to the above.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Documents completed by servicing personnel offices or HQ AAFES, Comptroller Division, Payroll Branch.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0703.13

SYSTEM NAME:

0703.13 Levy and Garnishment Files.

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Comptroller Division, Payroll Branch, Dallas, TX 75222

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All United States citizen (to include permanent resident alien, non-immigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains alphanumeric: Employee's name and address, social security number (SSN), and tax assessment data. File is applicable only to Internal Revenue Service (IRS) Notice of Levy.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To comply with IRS requirements regarding the Notice of Levy.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper documents maintained in file folders. All records are retrieved, retained, stored, and disposed of by authorization of the Comptroller.

RETRIEVABILITY:

Filed alphabetically by employee's name.

SAFEGUARDS:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel on a need-to-know basis.

RETENTION AND DISPOSAL:

Destroy after 4 years.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Payroll Branch, Comptroller, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: Comptroller, Payroll Branch
Dallas, TX 75222
Telephone: Area Code 214/330-3870

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to: HQ AAFES, ATTN: CM-M, Dallas, TX 75222.

Written requests should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of separation and last location in addition to the above.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Notice of Levy received from IRS.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0703.14

SYSTEM NAME:

0703.14 Payroll Report Files.

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; in Continental United States: AAFES Exchange Region, Area Exchanges, post and base exchanges including satellites; Overseas: HQ AAFES-Europe, HQ AAFES-Pacific, and HQ AAFES-Alaska.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All United States citizen (to include permanent-resident alien, non-immigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains alphanumeric: Facility number, employee's name, social security number (SSN) or pseudo number, employee category, pay plan, current wages and deductions, quarter-to-date wages, year-to-date wages and deductions, hours worked, and leave hours accrued and taken.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Computer printouts distributed biweekly to exchanges to facilitate adjustment to employee's pay, if applicable, and to identify payments to employee unions, associations, Federal campaigns, allotments, and to facilitate payment of Federal and State taxes.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tape, computer printouts, and microfiche. All records are retrieved, retained, stored, and disposed of by authorization of the Comptroller.

RETRIEVABILITY:

Usually by SSN within Exchange.

SAFEGUARDS:

Tape file maintained at Data Systems Division, Computer Processing Branch - Computer Processing Tape Library. Retrievability request should be written and requires authority of the Comptroller.

RETENTION AND DISPOSAL:

Destroy after 4 years.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Payroll Branch, Comptroller, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: Comptroller, Payroll Branch
Dallas, TX 75222
Telephone: Area Code 214/330-3870

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to: HQ AAFES, ATTN: CM-M, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of separation and last location in addition to the above.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Payroll master file.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0704.04

SYSTEM NAME:

704.04 Group Insurance Card Files

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, Texas

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Regular full-time employees who participate in group insurance plan

CATEGORIES OF RECORDS IN THE SYSTEM:

Card contains: Employees name, social security number or certificate number, name of beneficiary, date of employees birth, date insurance began, date amount of insurance changed or terminated

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 USC Section 3012

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Card serves to assist in establishing employees eligibility for continued group insurance at retirement

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

All records are retrieved, retained, stored and disposed of by authorization of the Comptroller

STORAGE:

Vertical file cards and roll microfilm

RETRIEVABILITY:

Alphabetical by name

SAFEGUARDS:

Building employs security guards. Records are maintained in steel storage cabinets

RETENTION AND DISPOSAL:

Cutoff at close of fiscal year in which employee separates or cancels insurance. Destroy after 6 years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Administrative Services Division, Headquarters AAFES, Dallas, Texas 75222

NOTIFICATION PROCEDURE:

Information may be obtained from:
Headquarters, AAFES, Comptroller,
Insurance Branch
Dallas, Texas 75222
Telephone: Area Code 214/330-2271

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to: Headquarters, AAFES, CM-I, Dallas, Texas 75222

Written requests for Information should contain the full name of the individual, current address (date of separation) and last location.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Employee's request for insurance and personnel actions

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

AAFES0704.05

SYSTEM NAME:

0704.05 Retirement Card Files

SYSTEM LOCATION:

Headquarters Army and Air Force Exchange Service, (AAFES) Dallas, Texas 75222

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All regular full-time AAFES employees assigned to AAFES exchanges located in the U.S. and the Canal Zone, Panama and those regular full-time civilian employees assigned to AAFES exchanges located overseas who are U.S. citizens, non-citizen nationals or permanent residents of U.S.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains alphanumeric-employees' social security number, pseudo social security number,, employee name and certificate number if assigned. Information relative to retirement contributions and credited service.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 USC Section 3012

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is collected as necessary to compute and effect payment of individual employee's retirement, death or termination benefits. Referrals to insurance carriers. Referrals for active, retired or terminated employees.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

All records are retrieved, retained, stored and disposed of by authorization of Comptroller.

STORAGE:

Individual files are retained at Headquarters AAFES in steel cabinets.

RETRIEVABILITY:

Usually by social security number or pseudo social security number, name and certificate number if assigned.

SAFEGUARDS:

Retained in locked retrievers. Retrievability request must be approved by Assistant Comptroller, Insurance Branch.

RETENTION AND DISPOSAL:

Kept at Army and Air Force Exchange Service Headquarters until close of fiscal year following AAFES involvement. Destroyed after six years of storage.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Administrative Services Division, AAFES Headquarters, Dallas, Texas 75222

NOTIFICATION PROCEDURE:

Information may be obtained from AAFES Headquarters Comptroller Division, Insurance Branch, Dallas, Texas 75222

RECORD ACCESS PROCEDURES:

Requests should be addressed to Headquarters, Army and Air Forces Exchange Service, Headquarters Comptroller Division, Insurance Branch, Dallas, Texas 75222

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Personnel actions, enrollment applications, retirement applications, death certificates, termination notices, year-end printout listing of employees retirement contributions and requests for prior service credit.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES0704.06

SYSTEM NAME:

0704.06 Group Insurance Printout Files

SYSTEM LOCATION:

Headquarters Army and Air Force Exchange Service (AAFES) Dallas, Texas 75222

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All regular full-time employees who participate in group insurance plan. All retirees who have obtained eligibility for continued group insurance.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains: Employee name, social security number, date of birth, date insurance changed or terminated, exchange location, amount of disability income and life insurance, dependent coverage, executive management program member or not.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 USC Section 3012

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Forwarded to insurance carrier for payment of submitted claims. Verify existence of insurance coverage, date of insurance change

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

All records are retrieved, retained, stored and disposed of by authority of the Comptroller.

STORAGE:

Paper records in hard-back folders and roll microfilm.

RETRIEVABILITY:

Alphabetical by name.

SAFEGUARDS:

Building employs security guards.

RETENTION AND DISPOSAL:

Cutoff at close of fiscal year in which superseded or cancelled, then destroy

SYSTEM MANAGER(S) AND ADDRESS:

Director, Administrative Services Division, Headquarters AAFES, Dallas, Texas 75222

NOTIFICATION PROCEDURE:

Information may be obtained from:

Headquarters, Army and Air Force Exchange Service Comptroller, Insurance Branch, Dallas, Texas 75222
Telephone Number: Area Code 214/330-2271

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to: Headquarters, AAFES, CM-I, Dallas, Texas 75222

Written requests for information should contain the full name of the individual, current address, last location, and social security number.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Employee's request for insurance and personnel action

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES0704.07

SYSTEM NAME:

0704.07 Fidelity Bond Files

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; in Continental United States: AAFES Exchange Region, Area Exchanges; overseas: HQ AAFES-Europe, HQ AAFES-Pacific, HQ AAFES-Alaska and Exchange Regions.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All United States citizen (to include permanent-resident alien, non immigrant alien) employees with caregory of regular full-time, regular part-time, temporary full-time, and temporary part-time employment.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains fidelity bond applications, transmittal letter to insurance company, and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Exchange activities as listed in location above. Uses are primarily as a record to assure that all individuals as listed above did submit a fidelity bond application. The originals are submitted to the bonding company for review and retention.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders. All records in AAFES are retrieved, retained, stored, and disposed of by authorization of the Comptroller.

RETRIEVABILITY:

Filed alphabetically by last name of employee.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Cutoff as close of fiscal year in which bond becomes inactive. Destroy after 3 years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: Personnel Division
Dallas, TX 75222
Telephone: Area Code 214/330-2621

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to HQ AAFES, ATTN: PE, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Fidelity bond applications completed by the employee; correspondence relating thereto.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0704.08

SYSTEM NAME:

0704.08 Accidental Death and Dismemberment Administrative Files

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, Texas 75222

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All regular full-time employees and military personnel assigned to AAFES who submit application to participate in insurance plan.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains: Employees name, social security number, effective date, date of birth, occupation, name of beneficiary and relationship and address, amount of insurance on application. Renewals and payment of premium records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 USC Section 3012

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Verify existence of insurance, amount of insurance in force, identity of beneficiary and assistance in responding to written inquiries; obtain renewal premiums.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

All records are retrieved, retained, stored, and disposed of by authorization of the Comptroller.

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Alphabetical by name.

SAFEGUARDS:

Building employs security guards. Files are maintained in steel storage cabinets.

RETENTION AND DISPOSAL:

Cutoff at close of fiscal year in which insurance is cancelled or claim is paid. Destroy after 3 years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Administrative Services Division, Headquarters AAFES, Dallas, Texas 75222

NOTIFICATION PROCEDURE:

Information may be obtained from:
Headquarters AAFES, Comptroller, Insurance Branch
Dallas, Texas 75222
Telephone: Area Code 214/330-2271

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to: Headquarters, Army and Air Force Exchange Service, Dallas, Texas 75222

Written requests for information should contain the full name of the individual, social security number, current address, and last location.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Application from the individual requesting insurance.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES0704.09

SYSTEM NAME:

0704.09 Personal Property Claim Files

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, Texas 75222; AAFES Exchange Regions; Area Exchanges, HQ AAFES-Europe; HQ AAFES-Pacific; HQ AAFES-Alaska

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees entitled to permanent change of station moves at AAFES expense.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains employee's claim, travel orders, exception reports, repair bills/estimates, and correspondence pertaining to the employee's insurance and claim.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 USC Section 3012

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Employee - To file claim for loss/damage to household goods in conjunction with Permanent change of Station (PCS) moves.

Exchange Activities - To assist employee in filing claim and transmit to HQ AAFES.

HQ AAFES - To adjudicate and pay claim.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

All records are retrieved, retained, stored, and disposed of by authorization of the Comptroller.

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of employee

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Cutoff at close of fiscal year in which claim is closed. Destroy after 6 years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Administrative Services Division, HQ AAFES, Dallas, Texas 75222.

NOTIFICATION PROCEDURE:

Information may obtained from:
HQ AAFES, Comptroller, Insurance Branch
Dallas, Texas 75222
Telephone: Area Code 214/330-3583

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to: Headquarters, Army and Air Force Exchange Service, CM-I, Dallas, Texas 75222

Written requests for information should contain the full name of the individual, current address and telephone number.

CONTESTING RECORD PROCEDURES:

The agency's rule for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Inventory of household goods, exceptions noted on delivery, application for movement of household goods and personal effects, repair estimates, bills and correspondence relating thereto

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES0704.10

SYSTEM NAME:

0704.10 Insurance Claims Files - Workmen's Compensation

SYSTEM LOCATION:

Headquarters Army and Air Force Exchange Service (AAFES), Dallas, Texas 75222 In continental United States: AAFES Exchange Region, Area Exchanges, base and post exchanges, including satellites; overseas: Headquarters AAFES-Europe, Headquarters AAFES-Pacific, Headquarters AAFES-Alsaka

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All employees who suffer on the job accidents, illness or death

CATEGORIES OF RECORDS IN THE SYSTEM:

Claim reports, correspondence and documents relating to claims arising under the insurance program.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 USC Section 3012

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Verify amount of weekly compensation, transmit documents to insurance carrier for reimbursement, transmit payment received to exchange. Respond to inquiries relating to claim. Processing and settlement of workmen's compensation claims.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

All records are retrieved, retained, stored and disposed of by authorization of the Comptroller.

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Alphabetical by name; claim number by location.

SAFEGUARDS:

Files are maintained in file folders and stored in steel storage cabinets.

RETENTION AND DISPOSAL:

Cutoff at close of fiscal year in which claim is closed. Destroy after 6 years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Administrative Services Division, Headquarters AAFES, Dallas, Texas 75222

NOTIFICATION PROCEDURE:

Information may be obtained from:
Headquarters AAFES, Comptroller, Insurance Branch
Dallas, Texas 75222
Telephone: Area Code 214/330-2271

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Headquarters, Army and Air Force Exchange Service, Dallas, Texas 75222

Written requests for information should contain the full name, social security number, claim number that appears on all correspondence received on claim, date of accident, and location of accident.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Claim application received from exchange. Correspondence and

documents received from insurance company and individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES0704.11

SYSTEM NAME:

0704.11 Short/Long Term Disability Files

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service (AAFES) Dallas, Texas 75222

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Short Term: All insured headquarters employees who file claims for disabilities extending beyond seventeen days.

Long Term: All insured employees when file claims for disabilities extending beyond six months.

CATEGORIES OF RECORDS IN THE SYSTEM:

Claims for disabling injuries or illness includes employee's application for benefits, medical reports, records of payments received and communications pertaining to the claim.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 USC Section 3012

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Verify existence of coverage, amount of payment owed ,and length of payment period.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

All records are retrieved, retained, stored and disposed of by authorization of the Comptroller.

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Alphabetical by name.

SAFEGUARDS:

Building employs security guards. Records are maintained in steel storage cabinets.

RETENTION AND DISPOSAL:

Short term: Cutoff at close of fiscal year in which employee returns to work. Destroy after 6 years.

Long term: Cutoff at close of fiscal year in which employee returns to work or when age 62 is reached. Destroy after 6 years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Administrative Services Division, Headquarters, AAFES, Dallas, Texas 75222

NOTIFICATION PROCEDURE:

Information may be obtained from:
Headquarters AAFES, Comptroller,
Insurance Branch
Dallas, Texas 75222
Telephone: Area Code 214/330-2271

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Headquarters, Army and Air Force Exchange Service, Dallas, Texas 75222

Written requests for information should contain the full name, social security number, current address ,and last location.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Claim application received from exchange, correspondence, and documentation from individual, and insurance company.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES0704.12

SYSTEM NAME:

704.12 Miscellaneous Employee Claim Files

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service (AAFES) Dallas, Texas 75222

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Medical, hospital, and surgical claim files.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents accumulated on benefit payments made, disputed claims, and related papers not included in other categories of the insurance plan records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 USC, Section 3012

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Record of assistance provided on claims, response to inquiries regarding benefit coverage, and correspondence pertaining to claims.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

All records are retrieved, retained, stored, and disposed of by authorization of the Comptroller.

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Alphabetical by name.

SAFEGUARDS:

Building employs security guards. Records are maintained in steel storage cabinets.

RETENTION AND DISPOSAL:

Cutoff at close of fiscal year in which claim is closed. Destroy after 6 years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Administrative Services Division, Headquarters AAFES, Dallas, Texas 75222

NOTIFICATION PROCEDURE:

Information may be obtained from:
Headquarters AAFES Comptroller,
Insurance Branch
Dallas, Texas 75222
Telephone: Area Code 214/330-2271

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Headquarters Army and Air Force Exchange Service, Dallas, Texas 7522

Written requests for information should contain the individual's full name, current address, and last location.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Claim application received from overseas exchange. Correspondence and supporting documents from individual and insurance company.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES0704.13

SYSTEM NAME:

704.13 Annuity Eligibility Files

SYSTEM LOCATION:

Headquarters Army and Air Force Exchange Service (AAFES) Dallas, Texas 75222

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Retired employees who completed fifteen years of insured employment and are eligible for life insurance and hospitalization insurance after retirement.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains employee name, social security number, name of beneficiary, current address, amount of insurance, and related papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 USC Section 3012

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Verify continuance of insurance coverage for retiree and dependents. Assist in replying to written inquiires, and processing claims.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

All records are retrieved, retained, stored, and disposed of by authorization of the Comptroller.

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Alphabetical by name.

SAFEGUARDS:

Building employs security guards. Records are maintained in steel storage cabinets.

RETENTION AND DISPOSAL:

Cutoff at close of fiscal year in which AAFES involvement is terminated. Destroy after 6 years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Administrative Services Division, Headquarters AAFES, Dallas, Texas 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Headquarters AAFES Comptroller,
Insurance Branch
Dallas, Texas 75222
Telephone: Area Code 214/330-2271

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Headquarters, Army andAir Force Exchange Service, Dallas, Texas 75222.

Written requests for information should contain the individual's full name, current address, date of retirement, and last location.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Claim application received from individual. Correspondence and documents received from individual and insurance company.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES0704.14

SYSTEM NAME:

704.14 Waiver of Premium Files

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service (AAFES) Dallas, Texas 75222.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees who have been disabled for more than 9 months and who have applied for waiver of group insurance premiums due to diability.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains employee's claim application and supporting documents, record of action by the insurance carrier to approve or disapprove the waiver, and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 USC Section 3012

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Accumulation of documentation to verify continuance of extended insurance coverage.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

All records are retrieved, retained, stored, and disposed of by authorization of the Comptroller.

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Alphabetical by name.

SAFEGUARDS:

Building employs security guards. Files are maintained in steel storage cabinets.

RETENTION AND DISPOSAL:

Cutoff at close of fiscal year in which employee returns to work or AAFES involvement is terminated. Destroy after 6 years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Administrative Services Division, Headquarters AAFES, Dallas, Texas 75222

NOTIFICATION PROCEDURE:

Information may be obtained from:
Headquarters AAFES, Comptroller,
Insurance Branch
Dallas, Texas 75222
Telephone: Area Code 214/330-2271

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Headquarters, Army and Air Force Exchange Service, Dallas, Texas 75222.

Written requests for information should contain the individuals full name, current address, and last location.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Employee's claim application received from exchange. Correspondence and documentation received from insurance company and individual and other sources.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES0704.15

SYSTEM NAME:

704.15 Individual Retirement Files

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service (AAFES) Dallas, Texas 75222

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Regular full-time AAFES employees assigned to AAFES exchanges located in the U.S., and the Canal Zone, Panama and regular full-time employees in oversea areas who are U.S. citizens, non-citizen nationals or permanent residents of the U.S.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains alphanumeric employee's social security number and certificate number of assigned, employee name, retirement plan participation data, documents and correspondence pertaining to participation and benefits of the Plan.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, USC Section 3012

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is collected for use in administering retirement plan, computation of annuities, processing of retirements, subsequent follow-up inquiries, and processing of actions pertaining to retirement benefits.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

All records are retrieved, retained, stored, and disposed of by authorization of the Comptroller.

STORAGE:

Individual files are maintained in file folders at HQ AAFES.

RETRIEVABILITY:

Usually by social security number or pseudo social security number, and certificate number, if assigned.

SAFEGUARDS:

Building employs security guards.

RETENTION AND DISPOSAL:

Retained until cutoff at close of fiscal year in which the involvement of AAFES is terminated. Destroy after 6 years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Administrative Services Division, AAFES Headquarters, Dallas, Texas 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from AAFES Headquarters, Comptroller Division, Insurance Branch, Dallas, Texas 75222.

RECORD ACCESS PROCEDURES:

Request should be addressed to:

Headquarters,Army and Air Force Exchange Service Comptroller Division, Insurance Branch, Dallas, Texas 75222

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Personnel actions, enrollment applications, retirement applications, relating correspondence, and documents pertaining to the individual's retirement plan participation.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES0704.18

SYSTEM NAME:

0704.18 Paid Death Claim Files

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, Texas 75222

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Incidents of death on which insurance proceeds have been paid by the carrier

CATEGORIES OF RECORDS IN THE SYSTEM:

file contains application for benefits, death certificate and related supporting documentation and correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 USC Section 3012

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Processing death claims for payment of benefits, assistance in responding to inquiries.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

All records are retrieved, retained, stored, and disposed of by authorization of the Comptroller.

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Alphabetical by name.

SAFEGUARDS:

Building employs security guards. Records are maintained in steel storage cabinets.

RETENTION AND DISPOSAL:

Cutoff at close of fiscal year in which claim is paid. Destroy after 6 years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Administrative Services Division, Headquarters AAFES, Dallas, Texas 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Headquarters, AAFES, Comptroller,
Insurance Branch
Dallas, Texas 75222
Telephone: Area Code 214/330-2271

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Headquarters Army and Air Force Exchange Service, Dallas, Texas 75222

Written requests for information should contain the individual's full name, current address, date of separation, date of death, and last location.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Claim application received from exchange or beneficiary. Correspondence and documentation received from insurance company, and exchange or beneficiary.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES0803.01

SYSTEM NAME:

0803.01 AAFES Incident Record.

SYSTEM LOCATION:

Primary System: Safety and Security Office, Headquarters (HQ) Army Air Force Exchange Service (AAFES); Dallas, TX 75222.

Decentralized Segments: Safety and Security Offices in Overseas Exchange System Regions.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual suspected to be involved in criminal activities/fires/accidents at AAFES activities or involving AAFES property who are identified in criminal reports of investigation furnished AAFES by military and civilian investigating agencies.

CATEGORIES OF RECORDS IN THE SYSTEM:

AAFES Incident Record.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 44 U.S.C., Section 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To identify in a single AAFES record system, criminal reports prepared by investigating and law enforcement agencies.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records stored in card index filing cabinets.

RETRIEVABILITY:

Filed alphabetically by last name of individual and by identifier code.

SAFEGUARDS:

Buildings have security guards. Files kept in locked file cabinets. Records available only to those with a need-to-know.

RETENTION AND DISPOSAL:

Records are retained until corresponding investigative files are destroyed or until the records are no longer needed. Records are destroyed by tearing into pieces, shredding, pulping, macerating or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Safety and Security Division, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: SS
Dallas, TX 75222
Telephone Area Code: 214/330-2721

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to HQ AAFES, ATTN: SS, Dallas, TX 75222.

Written requests for information should contain the full name of the individual; correct address; telephone number; status; job title; social security number; and time, date, and place incident occurred.

For personal visits, the individual should be able to provide acceptable identification.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

From AAFES Incident Reports and Criminal Investigative Reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0903.06a

SYSTEM NAME:

0903.06 Systems Magnetic Tape Files.

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All United States citizen (to include permanent-resident alien, non-immigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains information on (a) non-managerial employees: social security number (SSN); name; exchange location; home address to include street, city, state/country, zip code/Army Post Office (APO); date of birth; date of hire; leave accrual date; retirement participation date; service award base date; citizenship; marital status; sex; security clearance to include type; current military status; prior military status; prior AAFES service to include type; sponsor affiliation where the employee is a dependent of a US government/military member; job code and job title; employment category; pay plan; wage schedule, number, grade, and step; base hourly rate; scheduled work week and shift; commission rate where applicable to commission pay plan employees; Federal exemptions; State exemptions; type of insurance coverage; deductions to include janatorial fee, union dues, employees association, Combined Federal Campaign, and Panamanian hospital and life insurance supplement; (b) managerial employees: All of the above as well as mobility status; place of birth ;date in grade and step; assignment/health restrictions; date of last Executive Management Program (EMP) physical examination, passport issuance date; number of dependents, to accompany upon reassignment; dates number of months active military service; date assigned to an oversea area; date returned to the Continental United States (CONUS); foreign languages to include degree of proficiency; education to include high school, name of college, major, minor, type of degree, date completed, non-graduate semester/quarter hours completed, whether or not currently enrolled in college, and whether or not seeking a degree; professional licenses; professional/technical field of study to include date completed; assignment preference locations (overseas and within the CONUS); career area interests outside current field; dependents to include name, date of birth, relationship, country of citizenship, health restrictions, and emergency contact to include name and address; whether or not employee is home-owner; training courses to include date, title, type (AAFES, management development, correspondence, professional/technical); EMP member and date status attained; and Personnel Evaluation Report (PER) to include period covered, total score, overall evaluation, promotion potential, career area, and recommended outside career area.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Personnel Division: To accomplish statistical analysis of the work force for the purpose of projecting trends in such areas as personnel costs, organizational configurations, strength requirements, etc. For managerial employees, to obtain information on current and past employment for the purposes of job assignment, promotions, and career progression.

Comptroller Division: To provide updated data on pay and deductions necessary to compute bi-weekly payrolls.

Servicing Personnel Offices: To provide hard-copy documentation on employee's current pay and job data, career progression, cost analysis, etc.

Employee: To provide a permanent record of his personal master file record as updated.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Disk file and computer printout. All records are retrieved, retained, stored, and disposed of by authorization of the Director, Personnel Division.

RETRIEVABILITY:

Usually by SSN; however, capability exists to retrieve by any data item listed under Record-Category.

SAFEGUARDS:

Disk files maintained in locked room. Retrievability requests must be written and under signature of Director, Personnel Division.

RETENTION AND DISPOSAL:

Disk file: Retained for 18 months after separation and destroyed, with the exception of employees terminated under disciplinary action (ineligible for rehire), retired employees, and all Universal Annual Salary Plan employees whose file remains a permanent record.

Personnel Management Information System: Back-up tapes retained for 90 days.

Computer printouts of purged files maintained for 1 year.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES (AAFES-AD)
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: HQ AAFES, ATTN: PE, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Visits are limited to HQ AAFES, Director, Personnel Division, Dallas, TX 75222.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Personnel Action: PER and Personal Profile Questionaires for managerial personnel only; bonds.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0903.06c

SYSTEM NAME:

0903.06 Systems Magnetic Tape Files.

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All United States citizens (to include permanent-resident alien, non-immigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary full-time, temporary part-time, and intermittent employment.

CATEGORIES OF RECORDS IN THE SYSTEM:

Managerial and non-managerial employees: social security number (SSN), name, job title, course number and name, date enrolled, enrollment action/status, and transaction date.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Personnel Division: To provide updated data on employees worldwide who are enrolled in Management Development Program (MDP) courses as to status of their continuing participation, drop-out or completion.

Servicing Personnel Offices: To provide updated data on employees, under jurisdiction of particular servicing personnel offices, who are enrolled in MPD courses.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Disk file and computer printout. All records are retrieved, retained, stored, and disposed of by authorization of the Director, Personnel Division.

RETRIEVABILITY:

By SSN.

SAFEGUARDS:

Disk files maintained in locked room. Retrievability requests made through Personnel Division.

RETENTION AND DISPOSAL:

Disk file: Retained for 90 days after processing cycle is completed.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Headquarters
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-3871

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: HQ AAFES, ATTN: PE, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Visits are limited to HQ AAFES, Director, Personnel Division, Dallas, TX 75222.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

AAFES Form 1850-33, Study Course - Notice of Status.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0903.06d

SYSTEM NAME:

903.06 Personal Property Transfer System

SYSTEM LOCATION:

Primary System - Personal Property Section, Distribution Division, Headquarters, Army and Air Force Exchange Service (HQ AAFES), Dallas, Texas; Data Systems Division, HQ AAFES, Dallas, Texas.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any Army and Air Force Exchange Service employee who has made or is in the process of making a permanent change of station (PCS) officially connected with his position as an AAFES employee.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains automated records pertaining to receipt, shipment, storage, weight allowances, and payments of employees' household goods. Specifically data includes such things as employee's name and social security number, PCS order number, employee's grade, marital status, number of dependents, present location and new assignment location. Additionally, all cost data relating to shipment, handling and storage of employee's personal property is captured in this system.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Sections 3012 and 8012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Personal Property Section-to review costs, by type, for all employee personal property shipments. To monitor records of payment and other statistical reports pertaining to personal property transactions.

General Accounting Branch, Comptroller Division-to monitor charges incurred by AAFES for shipping, handling, and storing of employee's personal property and to initiate payments accordingly.

Regional Storage Management Offices (RSMO)-to monitor volume of AAFES employees' personal property in non-temporary storage and the value of invoices paid.

Release of information contained in this system of records is made to civil or criminal law enforcement agencies for

law enforcement purposes and to officials and employees of the Department of Defense who have a need for the information in the performance of their duties.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tapes, microfiche, and computer paper printouts.

RETRIEVABILITY:

Microfiche-by social security number and employee's name.

Computer Magnetic Tapes-by specific parameters as required by System Operating Procedures-AAFES Training Guide No. 1014.

Computer Paper Printouts-access depends upon the parameters used to generate the reports. The reports will be filed either by general parameter or by employee's name and social security number. Reports that specify employee name and social security number are of a one time nature and are destroyed after use.

SAFEGUARDS:

Building employs security guards. Magnetic tapes are kept in secured room in Data Processing Division which allows authorized personnel only.

Microfiche-maintained by Personal Property Section and Data Processing Division in filing cabinets accessible to authorized personnel only.

Computer Paper Printouts are maintained in filing cabinets in Personal Property Section.

RETENTION AND DISPOSAL:

Magnetic Tapes (Active)-maintained for 4 weeks in Data Processing Division, HQ AAFES.

Magnetic Tapes (History)-records are permanent, maintained in Data Processing Division, HQ AAFES.

Magnetic Tapes (COM)-maintained for 6 weeks in Data Processing Division, HQ AAFES.

Microfiche-maintained for 3 years by Personal Property Section, Distribution Division, HQ AAFES, and then destroyed.

Computer Paper Printouts-as needed by Personal Property Section, Distribution Division, HQ AAFES.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Administrative Services Division, HQ AAFES.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES (AD)
3911 Walton Walker Blvd.
Dallas, Texas 75222
Telephone: Area Code 214/330-2011

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Headquarters, Army and Air Force Exchange Service (HQ AAFES), Director, Distribution Division, Dallas, Texas 75222.

Written requests for information should contain the full name of the individual, social security number, current address, and telephone number.

For personal visits, the individual should be able to provide acceptable identification such as driver's license, etc.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Employee's travel orders; Department of Defense (DOD) approved carriers and storage contractors invoices and substantiating documentation; Military Airlift Command, Military Sealift Command, and Military Traffic Management Command billing offices; Comptroller Division-HQ AAFES.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES0903.06e

SYSTEM NAME:

0903.06 Personal Profile.

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Pacific; HQ AAFES-Europe; HQ AAFES-Alaska; Continental United States (CONUS) exchange regions; oversea regional Exchanges; post and base area exchanges within the AAFES system.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All United States citizen (to include permanent-resident alien, non-immigrant alien) employees with category of regular full-time, regular part-time temporary full time, and temporary part-time who are serving as managerial (Universal Annual (UA)) employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains social security number (SSN); name; date of birth; date of hire; citizenship; marital status; sex; security clearance to include type; employment category; pay plan; grade; step; mobility status; place of birth; date in grade; date in step; assignment/health restrictions; date of last Executive Management Program (EMP) physical examination; passport issuance date; number of dependents to accompany upon reassignment; dates of military service; number of months active military service; date assigned to an overseas area; date returned to the CONUS; foreign languages to include degree of proficiency; education to include high school, name of college, major, minor, type of degree, date completed, non-graduate semester/quarter hours completed, whether or not currently enrolled in college, and whether or not seeking a degree; professional licenses; professional/technical field of study to include date completed; assignment preference locations (overseas and within CONUS); career area interests outside current field; dependents to include name, date of birth, relationship, country of citizenship, and health restrictions; emergency contact to include name and address; whether or not employee is home-owner; training courses to include date, title, and type (AAFES, management development, correspondence, professional/technical; EMP member and date status attained; employment experience (beginning with current data) to include date in facility, location, date-in-job, job code, and job title.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Sections 3012 and 8012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Personnel Division: To obtain information on current and past employment training history, education, and personal data for the purposes of job assignment, promotions, and career progression.

Servicing Personnel Offices located at CONUS exchange regions, area exchanges; and oversea headquarters, regional exchanges, and area exchanges: To provide hard-copy documentation on employee's career progression. CONUS exchange regions and overseas headquarters forward copy to gaining regional/area exchange where it is filed in Official Personnel Folder (OPF).

Personnel Division and Servicing Personnel Offices: Release of information contained in the system of records is made to civil or criminal law enforcement agencies for law enforcement purposes and to officials and employees of the Department of Defense who have a need for the

information in the performance of their duties.

Employee: To provide a permanent record of data as updated.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer printout maintained in Career Management Folder (CMF), Personnel Division; Convenience Personnel Folder (CPF) at CONUS Exchange regions; oversea headquarters; and OPF at gaining regional/area Exchange. All records are retrieved, retained, stored, and disposed of by authorization of the Director, Personnel Division.

RETRIEVABILITY:

Usually by SSN; however, capability exists to retrieve by any data item.

SAFEGUARDS:

The computer facility and terminal are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained. Personal Profiles are available only to authorized personnel having access to CMFs and OPFs where copies are maintained.

RETENTION AND DISPOSAL:

Disk file: Retained for 18 months after separation and destroyed, with the exception of employees terminated under disciplinary action (ineligible for rehire), retired employees and all UA Salary Plan employees, whose files remain a permanent record.

Computer printout:

CMF: Maintained in Career Management Branch, HQ AAFES and destroyed 3 years after employee is separated.

CPF: Transferred to gaining CONUS exchange region upon transfer of employee; oversea headquarters. Destroyed 1 year after employee is separated.

OPF: Placed in inactive file upon separation. Held at Servicing Personnel Office 1 year then forwarded to National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, MO 63118. May be retired 3 months after separation when the volume of inactive OPF creates a storage problem.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: HQ AAFES, ATTN: PE, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, and current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Visits are limited to HQ AAFES, Director, Personnel Division, Dallas, TX 75222.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Personnel Actions; Training Certificates; College Transcripts; Personal Profile Questionnaires.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0903.06f

SYSTEM NAME:

0903.06 Personnel Management Information System (PMIS).

SYSTEM LOCATION:

Disk files and computer tapes are maintained at Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222.

System maintenance and output products are maintained by Servicing Personnel Offices of the AAFES.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All United States citizen (to include permanent-resident alien, non-immigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

CATEGORIES OF RECORDS IN THE SYSTEM:

The system consists of those documents necessary to maintain the centralized AAFES personnel data base, that information which is mechanically stored, and a variety of computer printouts related to the personnel management function of AAFES. The system contains the following information: (a) non-managerial employees: social security number (SSN); name; Exchange location; home address to include street, city, state/country, zip code/Army Post Office (APO); date of birth; date of hire; leave accrual date; retirement participation date; service award base date; citizenship; marital status; sex; security clearance to include type; current and prior military status; prior AAFES service to include type; sponsor affiliation where the employee is a dependent of a US government/military member; job code and title; employment category; pay plan; wage schedule number; grade step; base hourly rate; scheduled work week and shift; commission rate where applicable to commission pay plan employees; Federal and State exemptions; type of insurance coverage; deductions to include janitorial fee, union dues, employees' association, Combined Federal Campaign, Panamanian hospital and life insurance supplement; disability identification; minority code; city tax code and deduction; (b) managerial employees: all of the above as well as mobility status; place of birth; date in grade and step; assignment/health restrictions; date of last Executive Management Program (EMP) physical examination; passport issuance date; number of dependents to accompany upon reassignment; dates of military service; number of months' active military service; date assigned to an oversea area; date returned to the Continental United States (CONUS); foreign languages to include degree of proficiency; education to include high school, name of college, major, minor, type of degree, date completed, non-graduate semester/quarter hours completed, whether or not currently enrolled in college and seeking a degree; professional licenses; professional/technical field of study to include date completed; assignment preference location (overseas and within the CONUS; career area interests outside current field; dependents to include name, date of birth, relationship, country of citizenship, and health restrictions; emergency contact to include name and address; whether or not employee is homeowner; training courses to include date, title, type (AAFES, management development, correspondence, professional/technical); EMP member and date status attained; and Personnel Evaluation Report to include period covered, total score, overall evaluation, promotion potential, career area, and recommended outside career area.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Sections 3012 and 8012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Personnel Division: To produce statistical reports (without individual identification) for various echelons of AAFES management for use in projecting trends and evaluating results in such areas as personnel costs, organizational configurations, strength requirements, etc., or evaluating programs not directly related to personnel management function; to obtain information on individual's current and past employment for the purposes of job assignments, promotions, and career progression; to identify and correct errors in employees computerized data files; and to provide summary reports (with or without personal identification) in support of the function for which the records are maintained or for related personnel management or manpower studies.

Comptroller Division: To provide updated data on pay and deductions necessary to computer biweekly payrolls and/or to determine the validity of individual claims related to pay adjustments.

Audit and Inspection Division: To produce summary reports (with or without personal identification) in support of auditing the conduct of personnel programs within various AAFES elements.

Office of the Commander: To provide summary statistics (without individual identification) to evaluate AAFES Equal Employment Opportunity (EEO) programs and to report to the Civil Service Commission, and to produce summary listings or information (with or without individual identification) necessary to the investigation of EEO complaints or employee grievances and complaints.

Servicing Personnel Offices: To provide hard-copy documentation on employee's current pay and job data, career progression, cost analysis, etc.; to produce statistical reports (without individual identification) for various echelons of AAFES management for use in projecting trends and evaluating results in such areas as personnel costs, organizational configurations, strength requirements, etc., or evaluating programs not directly related to personnel management functions; to obtain information on individual's current and past employment for the purpose of job assignments, promotions, and career progression; to identify and correct errors in employees computerized data files; and to provide summary reports (with or without personal identification) in support of the function for which the records are maintained or for related personnel management or manpower studies.

Employee: To provide a permanent record of his/her personal master file record as updated.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained on disk file, computer tapes, computer printouts, and in file folders. All records are retrieved, retained, stored, and disposed of by authorization of the Director, Personnel Division.

RETRIEVABILITY:

Computer records are indexed by SSN, but may be retrieved by any data item listed under Record Category. Computer printouts are normally indexed by name or SSN within employment location but may be sorted chronologically and/or on the basis of any data item listed under Record Category.

SAFEGUARDS:

Disk files and tapes are located in restricted areas accessible only to authorized personnel who are properly screened, cleared, and trained. Retrievability requests must be written and under the signature of the Director, Personnel Division; manual records and computer printouts which contain individual identification are maintained in locked file drawers or storage cabinets and are available only to individuals having a need-to-know.

RETENTION AND DISPOSAL:

Disk file retained for 18 months after separation and destroyed, with the exception of employees terminated under disciplinary action (ineligible for rehire), retired employees and all Universal Annual Salary Plan employees whose file remains a permanent record. PMIS back-up tapes retained for 90 days. Computer printouts are maintained as follows: system edit reports are destroyed upon verification that identified errors have been corrected, printouts produced in connection with management functions (as described in routine uses) are maintained for periods varying from 2 to 10 years, and source documents and computer printouts which are included as part of the employees official personnel folder are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:

HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: HQ AFFES, ATTN: PE, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Visits are limited to HQ AAFES, Director, Personnel Division, Dallas, TX 75222.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Employee, employee's supervisor, servicing personnel office representatives, and other AAFES management officials.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES1100.31

SYSTEM NAME:

1100.31 Personal Data Card

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service, Dallas, Texas, Desk File, Administrative Section, Audit & Inspection Division.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All auditors/inspectors who perform temporary duty travel (TDY).

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains card with personal data such as name, address, telephone number, and authorization for Audit and Inspection Administrative Assistant to act on individual's behalf regarding disposition of personal mail, payroll checks, expense checks, bonds, etc. while individual is on TDY.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 3012

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used solely to assure compliance with auditors/inspectors instructions

regarding disposition of their personal mail while on TDY.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Retained in Audit & Inspection Division until auditor/inspector is transferred then destroyed.

STORAGE:

Desk file within Administrative Section of Audit & Inspection Division.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Desk file is accessible to Administration Section, Audit & Inspection Division personnel. Offices are locked at closing time.

RETENTION AND DISPOSAL:

Card records are destroyed upon employee's transfer or termination from Audit & Inspection Division.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Audit & Inspection Division, Army and Air Force Exchange Service, Dallas, Texas.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Headquarters AAFES (AAFES-AI)
Dallas, Texas 75222
Telephone: Area Code 214/330-2251

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Headquarters, Army and Air Force Exchange Service (AAFES-AI), Dallas, Texas 75222.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information provided by auditors/inspectors, Audit & Inspection Division.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES1203.03

SYSTEM NAME:

1203.03 Appointment of Contracting Officers

SYSTEM LOCATION:

Procurement Management Office, Headquarters Army and Air Force Exchange Service (HQ AAFES); HQ AAFES-Europe; HQ AAFES-Pacific; HQ AAFES-Alaska; all regional offices within the Continental United States.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees and/or military personnel assigned to AAFES who are appointed as contracting officers.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, social security number (SSN), job title and grade; qualifications, training and experience; request for appointment as contracting officer; copy of Certificate of Appointment, and other correspondence and documents relating to the individual's qualifications to act as a contracting officer.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 5012 and 8012 which identify the powers and duties delegated by the Secretary of the Army and the Secretary of the Air Force, respectively, each of whom is responsible for and has the authority necessary to conduct all affairs of his respective department, including functions necessary or appropriate for the training operations and administration.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by AAFES contracting officer appointing authority to ascertain an individual's qualifications to be appointed as contracting officer, to determine if limitations on procurement authority are appropriate; and to complete the Certificate of Appointment.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Alphabetically by employee name.

SAFEGUARDS:

Information is retained in filing cabinets. Both the working and storage areas are within a controlled building, the entrance to which is limited to personnel assigned to AAFES.

RETENTION AND DISPOSAL:

Records in this system are retained only so long as individual's appointment as contracting officer is valid. Upon termination of this appointment, records are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Procurement Management Office, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES
ATTN: Procurement Management Office
Dallas, TX 75222
Telephone: Area Code 214/330-3761

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to HQ AAFES, ATTN: Procurement Management Office, Dallas, TX 75222.

Written requests for information should contain the full name of the individual and activity to which assigned.

Personal visits may be made to HQ AAFES, or to an AAFES regional office as appropriate. Individual should provide acceptable identification such as a valid driver's license, military identification card, or SSN.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations by individuals concerned are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

The individual concerned, personnel records, former employers, educational institutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES1204.07

SYSTEM NAME:

1204.07 Customers' Merchandise Returned for Repair or Replacement.

SYSTEM LOCATION:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Pacific; HQ AAFES-Europe; HQ AAFES-Alaska; all Continental United States and oversea exchange regions, area exchanges, and post and base exchanges and satellites within the AAFES system.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All AAFES customers to include military, retirees, civilians, and civilian dependents.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains charge or credit vouchers, shipping and receiving documents, warranty documents, correspondence between AAFES and customers, and correspondence between AAFES and vendors.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Sections 3012 and 8012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To document receipt from customers of merchandise which is subsequently returned to vendors for repair or replacement. Used for follow-up actions with vendor and provides details of vendor's actions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of customer.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel. Paper documents are maintained in steel storage cabinets.

RETENTION AND DISPOSAL:

Records are retained in current files until close of fiscal year in which transaction is completed. At year end, files are stored and subsequently destroyed after 2 years.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, General Accounting Branch, Comptroller, HQ AAFES, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information should be obtained from:
HQ AAFES
ATTN: Comptroller Division, General Accounting Branch
Dallas, TX 75222
Telephone: Area Code 214/330-2631

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: HQ AAFES, ATTN: CM-C, Dallas, TX 75222.

Written requests for information should contain full name of the customer, current address and telephone number, AAFES activity to which the merchandise was returned, and date of return.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANGER.

RECORD SOURCE CATEGORIES:

Information is collected directly from the customer in writing or verbally. Additional data may be obtained from correspondence between AAFES and vendors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES1300.01

SYSTEM NAME:

1300.01 Progression Analysis Report (PAR)

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service, Dallas, Texas, Audit & Inspection Division.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Auditors/Inspectors within Audit & Inspection Division.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name and information regarding individual's work performance and progression during each audit/ inspection.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 3012

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To evaluate auditor's performance/ progression during audits/ inspection.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

PAR's are retained within Audit & Inspection Division files for a period of 1 year then destroyed.

STORAGE:

Filed within Administrative Section of the Audit & Inspection Division.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Files are maintained in locked cabinet. Retrieved upon request from Director, Deputy Director, Assistant Deputy Director and Group Chiefs, Audit & Inspection Division.

RETENTION AND DISPOSAL:

Retained for 12 month period and destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Audit & Inspection Division, Army and Air Force Exchange Service, Dallas, Texas.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Headquarters AAFES (AAFES-AI)
Dallas, Texas 75222
Telephone: Area Code 214/330-2251

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Headquarters, Army and Air Force Exchange Service (AAFES-AI), Dallas, Texas 75222.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Visual evaluation of personnel on the job.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES1504.02

SYSTEM NAME:

1504.02 Personal Property Shipment Files

SYSTEM LOCATION:

Primary System - Personal Property Section, Distribution Division, Headquarters, Army and Air Force Exchange Service (HQ AAFES), Dallas, Texas;

Decentralized Segments - HQ AAFES-Pacific; HQ AAFES-Europe; Military Transportation Offices (European, Pacific, Alaskan, and United States Army Southern Commands); and Department of Defense (DOD) - Approved Household Goods and Mobile Home Carriers.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any Army and Air Force Exchange Service employee who has made or is in the process of making a permanent change of station (PCS) officially connected with his position as an AAFES employee.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains documents relating to the receipt, crating, shipment, and storage of employees' household goods, privately-owned vehicles, and/or mobile homes pursuant to competent travel orders. Included are applications for shipment, travel orders, bills of lading, purchase orders, shipment orders, delivery orders, one-time manual rate tenders, insurance papers, accessorial service statements, inventories, receipts, loss and damage claims, payment and collection vouchers, and related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Sections 3012 and 8012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Personal Property Section - to prepare and issue Government Bills of Lading (GBL) covering movement of employees' personal property, to audit carrier's handling and shipping charges, to verify employee shipping within authorized weight limits and between authorized locations.

DOD-Approved Household Goods and Mobile Home Carriers - to facilitate movement of employees' property and preparation of subsequent handling and shipping charges.

Employee - to maintain personal records and receipts pertaining to employee's shipping and storage data and entitlements.

Release of information contained in the files is made to civil or criminal law enforcement agencies for law enforcement purposes and to officials and employees of the Department of Defense who have a need for the information in the performance of their duties.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Arranged in fiscal year groups alphabetically by employee name.

SAFEGUARDS:

Building employs security guards. Files are kept in filing cabinets in walled off section occupied by authorized Personal Property employees only. Auditing personnel have access to files for auditing of bills.

RETENTION AND DISPOSAL:

Records are permanent. They are retained in active file for three fiscal years and subsequently retired to the servicing AAFES warehouse and/or servicing General Services Administration Records Holding Center.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Administrative Services Division, HQ AAFES.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES (AD)
3911 Walton Walker Blvd.
Dallas, Texas 75222
Telephone: Area Code 214/330-2011

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Headquarters Army and Air Force Exchange Service (HQ AAFES), Director, Distribution Division, Dallas, Texas 75222.

Written requests for information should contain the full name of the individual, social security number, current address, and telephone number.

For personal visits, the individual should be able to provide acceptable identification such as driver's license, etc.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Owner of personal property shipped; DOD-approved carriers involved with given shipment; Military Finance and Accounting Offices; AAFES Personnel and AAFES Administrative Services Offices and Military Transportation Offices of the Europe, Pacific, Alaska, and United States Army Southern commands.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES1504.03

SYSTEM NAME:

1504.03 Personal Property Storage Files

SYSTEM LOCATION:

Primary System - Personal Property Section, Distribution Division, Headquarters, Army and Air Force Exchange Service (HQ AAFES), Dallas, Texas;

Decentralized Segments - HQ AAFES-Europe, Military Transportation Offices (European, Pacific, Alaskan, and United States Army Southern Commands), and Department of Defense (DOD) approved Household Goods Storage Contractors.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any Army and Air Force Exchange Service employee who has made or is in the process of making a permanent change of station (PCS) officially connected with his position as an AAFES employee.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains documents relating to the receipt, crating, drayage, and storage of employees' household goods pursuant to competent travel orders. Included are applications for storage, travel orders, purchase orders, service orders, warehouse receipts, insurance papers, inventories, delivery orders, loss and damage claims, payment and collection vouchers and related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Sections 3012 and 8012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Personal Property Section - to prepare and issue Service Orders covering storage of employees' personal property, to audit contractors' invoices and storage charges, and to verify that employee is not exceeding storage entitlements.

DOD Approved Household Goods Storage Contractors - to facilitate the procurement of required storage space and provide related services as needed.

DOD Regional Household Goods Storage Management Offices - to facilitate the maintenance and monitoring of all storage account records under their jurisdiction.

Employee - to maintain personal records and receipts pertaining to employee's storage entitlements and actual use.

Release of information contained in the files is made to civil or criminal law enforcement agencies for law enforcement purposes and to officials and employees of the Department of Defense who have a need for the information in the performance of their duties.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Arranged alphabetically by employee name, color coded to indicate year in which storage began.

SAFEGUARDS:

Building employs security guards. Files are kept in filing cabinets in walled off section occupied by authorized Personal Property employees only. Auditing personnel have access for auditing of bills.

RETENTION AND DISPOSAL:

Records are retained in the Personal Property Section, Distribution Division, HQ AAFES, until the close of fiscal year in which final payment is made and subsequently retired to servicing AAFES warehouse and/or servicing General Services Administration Records

Holding Center and destroyed after 6 years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Administrative Services Division, HQ AAFES.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES (AD)
3911 Walton Walker Blvd.
Dallas, Texas 75222
Telephone: Area Code 214/330-2011

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Headquarters, Army and Air Force Exchange Service (HQ AAFES), Director, Distribution Division, National Traffic Branch (DD-N), Dallas, Texas 75222.

Written requests for information should contain the full name of the individual, social security number, current address, and telephone number.

For personal visits, the individual should be able to provide acceptable identification such as driver's license, etc.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

From individuals to whom records pertain, DOD-Approved Storage Contractors, Finance and Accounting Office-HQ AAFES and Comptroller Office-HQ AAFES.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES1504.04

SYSTEM NAME:

1504.04 Carrier/Contractor Management Files

SYSTEM LOCATION:

Primary System - Personal Property Section, National Traffic Branch,Headquarters, Army and Air Force Exchange Service (HQ AAFES), Dallas, Texas.

Decentralized Segments - HQ AAFES-Pacific, HQ AAFES-Europe, Military Transportation Offices (European, Pacific, Alaskan, and the United States Army Southern Commands) and Department of Defense (DOD) approved household goods and mobile home carriers.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any Army and Air Force Exchange Service employee who has made a permanent change of station (PCS) officially connected with his position as an AAFES employee and subsequently has experienced a problem resulting in claim action or other related action against the carrier.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains reports, complaints, commendations, inspection reports, performance records, quality control information, claims, and related documents pertaining to carrier/contractor qualification, selections, and performance.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Sections 3012 and 8012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Personal Property Section - to review carrier performance in shipment and storage of personal property and to issue letters of warning and suspensions when necessary.

DOD-Approved Household Goods and Mobile Home Carriers - to facilitate self evaluation of performance and to be aware when corrective action is required by AAFES.

Release of information contained in the files is made to civil or criminal law enforcement agencies for law enforcement purposes and to officials and employees of the Department of Defense who have a need for the information in the performance of their duties.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Arranged in fiscal year groups subjectively and/or alphabetically by carrier/contractor.

SAFEGUARDS:

Building employs security guards. Files are kept in filing cabinets in walled off section occupied by authorized Personal Property employees only. Auditing personnel have access for auditing of bills.

RETENTION AND DISPOSAL:

Files are retained in the Personal Property Section, Distribution Division, HQ AAFES, until the close of the fiscal year in which action has been completed and subsequently retired to the servicing AAFES warehouse and/or servicing General Services Administration Records Holding Center. Records are destroyed after 6 years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Administrative Services Division, HQ AAFES.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ AAFES (AD)
3911 Walton Walker Blvd.
Dallas, Texas 75222
Telephone: Area Code 214/330-2011

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Headquarters Army and Air Force Exchange Service (HQ AAFES), Director, Distribution Division, National Traffic Branch (DD-N), Dallas, Texas 75222.

Written requests for information should contain the full name of the individual, social security number, current address, and telephone number.

For personal visits, the individual should be able to provide acceptable identification such as driver's license, etc.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

From employee, Personal Property Section - HQ AAFES, DOD-approved carriers, HQ AAFES-Europe, and Military Transportation Offices (Europe, Pacific, Alaska, and United States Army Southern commands).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

AAFES1609.02

SYSTEM NAME:

1609.02 AAFES Customer Service

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX; Headquarters, AAFES-Pacific; Headquarters, AAFES-Europe, and all continental United States and oversea Exchange regions, area exchanges, post and base exchanges, and satellites within the AAFES system. Addresses are listed in the Directory of the Department of the Army, appearing in the Annual Compilation of System

Notices, published in the Federal Register.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All AAFES customers who elect to purchase merchandise on a time payment, layaway, or special order basis, or who need purchase adjustments or refunds.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains copies of active layaway tickets, requests for refunds, special order forms, requests for special order procurement, special order logs, cash receipts vouchers, and repair vouchers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Sections 3012 and 8012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To record customer transactions/payments for layaways and special orders; to determine payment status before finalizing these transactions; to identify layaway account delinquencies and prepare customer reminder notices; to prepare and mail refunds to customers on cancelled layaways or special orders; and to process purchase refunds and repair orders.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file boxes/cabinets.

RETRIEVABILITY:

By last name of customer, document control number, and/or due date.

SAFEGUARDS:

Records are maintained in areas accessible to authorized personnel only. Layaway, special order, cash receipts, and refund vouchers are prenumbered and logged as used or retired.

RETENTION AND DISPOSAL:

Cancelled or completed layaway tickets: Held in file for 6 months after cancellation or delivery of merchandise, then destroyed.

Purchase orders: Retained for 2 years, then destroyed.

Refund vouchers: Retained for 6 years, then destroyed.

Returned merchandise slips: Retained for 6 years, then destroyed.

Cash receipts vouchers: Retained for 3 years, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Merchandising Division Headquarters, Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander
Headquarters, Army and Air Force Exchange Service
ATTN: MR-O
Dallas, TX 75222
Telephone: Area Code 214/330-2653.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, Headquarters, Army and Air Force Exchange Service, ATTN: MR-O, Dallas, TX 75222, and should contain customer's full name, current address and telephone number, Army and Air Force Exchange Service activity at which transaction was initiated, date of transaction, and control number of document involved.

Neither instructions nor provisions for personal visits are provided at this time.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is furnished by the customer.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES1609.03

SYSTEM NAME:

1609.03 AAFES Catalog System (ACS)

SYSTEM LOCATION:

Catalog Sales Center (MR-S), Merchandising Division, Headquarters (HQ) Army and Air Force Exchange Service (AAFES)

Command and Public Relations Division, AAFES-Europe;

Command and Public Relations Division, AAFES-Pacific.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All exchange customers who place a catalog sales order.

CATEGORIES OF RECORDS IN THE SYSTEM:

Order Master Record containing the following: customer name, grade, social security number, address; recipient name and address; description and prices of items ordered; method of shipment; amount of order; amount of any refund; returned check identifier; claim data for returns, loss non-receipt, damage of shipments; accounts receivable or paid; replacement mailing communication dates; and roster of customers and recipients.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Sections 3012 and 8012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To locate order information to reply to customer inquiries, complaints; to create the necessary labels to effect shipment to the proper location; to refund customer remittances or to collect monies due; to provide claim and postal authorities with confirmation/certification of shipment for customer claims for damage or lost shipments; and to release information contained in the System of Records to civil or criminal law enforcement agencies for law enforcement purposes.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tapes, computer printouts, microfiche, microfilm

RETRIEVABILITY:

Primarily by control number assigned to order when received. Customer order information is also retrievable by social security number (SSN) or insurance number assigned to shipment when the control number assigned to the order is not located. Microfiche and microfilm records are retrievable by order control number.

SAFEGUARDS:

Active order information can only be obtained by submission of an approved file maintenance request to appropriate computer operation personnel. Computer operations rooms are locked and all visitors screened and visitor registers maintained. Microfiche and microfilm records are stored in a locked room.

RETENTION AND DISPOSAL:

Records are maintained on computer files for a period of 180 days following completion of shipment. Microfiche and microfilm records are retained for two years for postal claim purposes. These are destroyed after six years.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Catalog Sales Center, HQ AAFES, Dallas, Texas

NOTIFICATION PROCEDURE:

Requests for information should be submitted to the System Manager.

RECORD ACCESS PROCEDURES:

Same as Notification procedures.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

The record contains all specifics pertaining to the order for catalog merchandise. The complete name, title, SSN and address of the customer, the complete name and address of the recipient.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0101.20DAMI

SYSTEM NAME:

Controlled Accountable Document Inventory System

SYSTEM LOCATION:

Document Control Center/Security Office of Army Installations and/or major commands to the extent that classified inventories are directed by the commander. Addresses are listed in the appendix to the Army inventory of system notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Custodians of Classified Defense information.

CATEGORIES OF RECORDS IN THE SYSTEM:

Custodian's name, Social Security Account Number, and a listing of controlled classified documents for which the custodian is responsible. Records may also include document title, originator, and type and date.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3012; 5 U.S.C. 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

By the Department of the Army to conduct periodic inventory of classified documents and to determine or validate custodian accountability of those documents.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tapes, discs, computer printouts; paper records.

RETRIEVABILITY:

Alphabetically by surname and numerically by Social Security Account Number

SAFEGUARDS:

Access is restricted to authorized personnel having a need-to-know and to security officers to verify inventory of classified documents. Information is housed in buildings which are controlled by security guards during non-duty hours.

RETENTION AND DISPOSAL:

Retained until the next inventory has been completed satisfactorily; is destroyed upon next inventory.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Chief of Staff for Intelligence, Headquarters, Department of the Army, The Pentagon, Washington, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals who desire to know whether or not this system of records contains information on them should write to the commander of the installation where they believe such information was collected or maintained.

RECORD ACCESS PROCEDURES:

An individual should write to the commander as indicated under 'Notification procedure', and provide his/her name, SSN, date and place of employment, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual who receipts for classified documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

A0102.02aDAAG

SYSTEM NAME:

102.02 Office Visitor/Commercial Solicitor Files

SYSTEM LOCATION:

Segments may be maintained at Headquarters, Department of the Army, staff and field operating agencies, commands, installations, and supporting activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Visitors to Army installations/activities and/or commercial solicitors who represent an individual, firm, corporation, academic institution, or other enterprise involved in official or business transactions with the Department of the Army and/or its members.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain information which reflect the individual's name, name and address of firm represented, person/office visited, purpose of visit, and status of individual as regards past or present affiliation with the Department of Defense.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide information to officials of the Army responsible for monitoring/controlling visitor's/solicitor's status and determining purpose of visit so as to preclude conflict of interest.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By name of visitor/solicitor.

SAFEGUARDS:

Records are maintained in file cabinets with access limited to officials having primary interest.

RETENTION AND DISPOSAL:

Retained for 1 year after which records are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, (DAAG-PSI), Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the commander/supervisor maintaining the information.

RECORD ACCESS PROCEDURES:

Requests should be addressed to appropriate commander. Official mailing addresses are in the Directory of Army addresses preceding the annual compilation of Army system notices published in the Federal Register.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0102.03aDAAG

SYSTEM NAME:

102.03 Office Personnel Locator/ Organizational Rosters

SYSTEM LOCATION:

Segments are maintained by offices at Headquarters, Department of the Army, Staff and field operating agencies, commands, installations and activities. Official mailing addresses are in the organizational directory in the appendix to these system notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel and civilian employees and in some instances their dependents.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records include cards, sheets of individual paper files, lists and compilations of individual's name, social security number, unit of assignment and/or home address, unit and/or home telephone number, and related information. Rosters of office personnel, military alert rosters, and office directories are included in this system.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Provide commanders and supervisors with locator information and emergency notification data pertaining to present and former military members or civilian employees.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, card files and loose leaf and bound notebooks. Rosters may also be stored on magnetic tape, cards, or disks.

RETRIEVABILITY:

Filed alphabetically by name. Rosters may be filed by unit or organization.

SAFEGUARDS:

Records are filed in secure file containers, locked desks, or rooms accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Individual records are destroyed upon separation or transfer of employee.

Previous rosters are destroyed when listing is updated.

SYSTEM MANAGER(S) AND ADDRESS:

Commander/supervisor of organization maintaining locator information, roster, or office directory.

NOTIFICATION PROCEDURE:

Information may be obtained from commander/supervisor of organization to which the individual is assigned or at which he/she is employed. Individual must provide full name and social security number.

RECORD ACCESS PROCEDURES:

Requests should be addressed to appropriate commander or super- visor. Official mailing addresses are in the appendix to Department of the Army system notices.

Written requests should include full name of individual and social security number.

For personal visits, individual must provide acceptable identification; e.g., driver's license, military or civilian identification card.

No identification is required if the individual has previously given consent for release to the general public.

CONTESTING RECORD PROCEDURES:

The Department of the Army rules for contesting contents and appealing initial determinations may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information is obtained directly from the individual concerned or from official personnel files.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0102.13DAPC

SYSTEM NAME:

Administrative Military Personnel Records

SYSTEM LOCATION:

HQDA Staff, major commands, field operating agencies, installations and activities performing unit level administration for military personnel, whether active, inactive (reservist, MOBDES), and including the National Guard.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel (and in some instances, their dependents) at the local supervisory level (i.e., company, platoon/squad, or comparable office size) when the individual's MPRJ is maintained elsewhere.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records/documents of a temporary nature which are needed in the day-to-day administration/supervision of the individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., Section 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide supervisors a ready source of information for day-to-day operations and administrative determinations pertaining to assigned/attached personnel.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Hard copy, index cards, microfiche, magnetic tape or disk.

RETRIEVABILITY:

By individual's surname or SSN.

SAFEGUARDS:

Information is stored in locked rooms or buildings with access restricted to individuals whose duties require a need-to-know. Where information exists on word processing disk/diskettes/tapes or in automated media, the administrative, physical, and technical requirements of Army Regulation 380-380 must be assured to preclude improper use or inadvertent disclosure.

RETENTION AND DISPOSAL:

Records are destroyed not later than 30 days after transfer/separation of member.

SYSTEM MANAGER(S) AND ADDRESS:

Commander US Army Military Personnel Center, Attn: DAPC-ALS, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether this system contains information on them should inquire of their immediate supervisor.

RECORD ACCESS PROCEDURES:

Requests should be made of the custodian of the record at the location assigned/attached; individual must

provide full name, SSN, and particulars which enable finding the record.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Copy of documents in one's OMPF, MPRJ, or CMIF; from the individual; his/her supervisor; other Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0124.06aUSAREC

SYSTEM NAME:

124.06 Recruiter Assignment Report

SYSTEM LOCATION:

Military Personnel Division, Directorate of Recruiting Force Management, US Army Recruiting Command, USARCRFM-MP-A, Fort Sheridan, IL 60037

Directorate of Management Information Systems/ADP, US Army Recruiting Command, USARCMIS, Fort Sheridan, IL 60037

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have been relieved from or not accepted for recruiting duty.

CATEGORIES OF RECORDS IN THE SYSTEM:

System contains name, social security number (SSN), and reason for nonselection or relief from recruiting duty, and unit of assignment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Property and Administrative Services Act of 1949 (64 Stat. 578), as amended by act of 22 Oct 1968 (82 Stat. 1238; 44 U.S.C. 3101-03).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To screen applications for recruiting duty to insure that previously rejected or relieved individuals are not accepted for recruiting duty unless previous disqualification has been corrected.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer printout in file cabinet.

RETRIEVABILITY:

Listed alphabetically by last name.

SAFEGUARDS:

Building secured. Records are maintained in area accessible only to properly screened and trained personnel.

RETENTION AND DISPOSAL:

Listing updated monthly and previous listing destroyed. Information contained in report covers a 6-year period.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Recruiting Force Management, US Army Recruiting Command

NOTIFICATION PROCEDURE:

Information may be obtained from:
Director, Recruiting Force Management, USARCRFM-MP-A
US Army Recruiting Command
Ft Sheridan, IL 60037
Telephone: 312/926-3910

Request for information should contain full name, SSN, and military status.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Headquarters, US Army Recruiting Command, ATTN: USARCRFM-MP-A, Ft Sheridan, IL 60037.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number.

For personal visits, the individual should be able to provide some acceptable identification; that is, drivers license, ID card.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual applications and relief actions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0201.08aDACS

SYSTEM NAME:

201.08 Central Files, Office of the Chief of Staff (DACS-DAS)

SYSTEM LOCATION:

Office of the Chief of Staff, Department of the Army, The Pentagon, Washington, DC 20310.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any military or civilian employee or correspondent of the Army who may have been the subject of, or initiated correspondence referred to, the Office of the Chief of Staff, Army.

CATEGORIES OF RECORDS IN THE SYSTEM:

Original or copies of papers relating to matters concerning individuals which have been directed to the Office of the Chief of Staff, Army (e.g., inquiries, complaints, appeals, investigations, personnel actions).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Correspondence control and reference files used by action officers in Headquarters, Department of the Army (HQDA), in processing paperwork and documenting actions taken in Office of the Chief of Staff, Army (OCSA).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM: FILES ARE CODED, INDEXED, AND FILED IN ALPHA-NUMERIC FILES ARRANGEMENT UNDER THE ARMY FUNCTIONAL FILES SYSTEM.

STORAGE:

Paper records in file folders are stored in mechanized files shelves.

RETRIEVABILITY:

Location of file folder is determined by searching files record cards, which are filed by numerical code, and alphabetically arranged by name, with further chronological breakdown of each entry. Each entry is cross referenced to all previous related entries.

SAFEGUARDS:

Files are released only to OCSA staff action officers cleared and authorized access. Pentagon employs security guards. Files area is protected by electronic surveillance system with combination lock doors.

RETENTION AND DISPOSAL:

Records are permanent. They are retained in active file until end of calendar year, held two additional years in inactive file and subsequently retired to Washington National Records Center.

SYSTEM MANAGER(S) AND ADDRESS:

The Chief of Staff, Headquarters, Department of the Army, The Pentagon, Washington, DC.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQDA (DACS-DSA)
Rm 3D-671
Pentagon

Washington, DC
Telephone: Area Code 202/695-3503 or 695-2765.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Headquarters, Department of the Army, ATTN: DACS-DSA, Washington, DC 20310.

Written requests for information should contain the full name of the individual, current address and telephone number, and nature of information desired.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Internal action correspondence processed by Army Staff.

Individuals addressing correspondence to Department of Defense or United States (US) Army regarding Army matters.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a (j) or (k), as applicable. For additional information, contact the SYSMANAGER.

A0201.08cOSA

SYSTEM NAME:

201.08 Central Files, Office, Secretary of the Army (SAAA)

SYSTEM LOCATION:

Office, Secretary of the Army (OSA), Administrative Support Group, Rm 3D-718, The Pentagon, Washington, DC.

Relevant segments of the system are maintained throughout Secretariat offices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any military or civilian employee or correspondent of the Army who may have been the subject of, or initiated, correspondence referred to the Office, Secretary of the Army.

CATEGORIES OF RECORDS IN THE SYSTEM:

Originals or copies of letters, reports, complaints, appeals, inquiries, investigations, personnel actions, requests for assistance and any other documents referring to any subject that requires action of, or that should be brought to the attention of the Office of the Secretary of the Army.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Correspondence control and reference files used by action officers in Headquarters, Department of the Army (HQDA), in processing paperwork and documenting actions taken in the Office, Secretary of the Army.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Files are coded, indexed, and filed in alpha-numeric files arrangement under The Army Functional File System.

STORAGE:

Paper records in file folders are stored in mechanized file shelves.

RETRIEVABILITY:

Location of file folder is determined by searching files record index sheets, which are filed by numerical code, and alphabetically arranged by subject, with further chronological breakdown of each entry. Each entry is cross referenced to all previous related entries.

SAFEGUARDS:

Files are released only to OSA staff action officers cleared and authorized access. The Pentagon employs security guards. Files area is protected by electronic surveillance system with combination lock doors.

RETENTION AND DISPOSAL:

Records are permanent. They are retained in active file until end of calendar year, held 2 additional years in inactive file and subsequently retired to Washington National Records Center.

SYSTEM MANAGER(S) AND ADDRESS:

The Administrative Assistant, Office, Secretary of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQDA (SASG)
Room 3D-718
The Pentagon
Washington, DC 20310
Telephone: Area Code 202/695-2092 or 695-3565

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Office, Secretary of Army, SASG, The Pentagon, Washington, DC 20310.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Internal action correspondence processed by the Army Secretariat.

Individuals addressing correspondence to Department of Defense or the Secretary of the Army regarding Army matters.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under Title 5 U.S.C., Section 552a (j) or (k) as applicable. For additional information, contact the System Manager.

A0224.04DAIG

SYSTEM NAME:

224.04 Inspector General Investigative Files

SYSTEM LOCATION:

Primary System, Office of The Inspector General and Auditor General, Department of the Army.

Decentralized Segments: Washington National Records Center, Suitland, Maryland; US Army Inspector General offices and records holding areas located worldwide. Official mailing addresses are in the Department of Defense directory.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person who has been the subject of, witness for, or referenced in an Inspector General investigation.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains Inspector General reports of investigation which normally contain the authority for the investigation, the matters investigated, a narrative report, documentary evidence, and transcripts of verbatim testimony, or summaries thereof.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Sections 3039 and 3040.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of an Inspector General investigation is to determine the facts and circumstances surrounding the allegation(s)/problem(s). The information is assembled in report format and presented to the official directing the investigation.

The report of investigation may be used by any Department of Defense organization which has an official interest in the matters under investigation. The information contained therein may be used to take corrective

action or as a basis for making decisions concerning: Department of Defense/Department of the Army policy; personnel actions; legal, fiscal, logistic, operational, public information, personnel management, and procurement matters.

The report of investigation may be forwarded to the Department of Justice if it contains evidence of possible criminality not within the jurisdiction of the Uniform Code of Military Justice. The Department of Justice will review the report to determine if further investigation by that agency is warranted.

The report of investigation may be used as a basis for summaries or briefing presented to Members of Congress. Members of Congress may use the material to respond to constituents, or to enlighten themselves on matters of concern and interest to them.

The report of investigation may be used as a basis for responses to agencies in the Executive Branch of the Federal government. This information may be used as a basis for responses to concerned citizens and other individuals/organizations querying the Executive Branch.

All or part of reports of investigation, subject to the rules of evidence, may be entered as evidence in court proceedings.

The report of investigation may be provided to appropriate individuals/organizations under the provisions of the Freedom of Information Act.

The report of investigation may be used as the basis for responding to press queries.

Reports of investigation may be analyzed to determine trends within the Army.

Nonsensitive portions of reports of investigation may be used as instructional vehicles in certain Army schools to inform students about lessons learned as a result of the investigation.

The report of investigation may be used as reference material in other reports of investigation.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in hard cover binders and/or file folders.

RETRIEVABILITY:

Reports are accessed and retrieved by reference to the case name which is normally derived from either the nature of the allegation, the geographic location of the investigation, or, in some instances, the name of the subject or the complainant. Case files are frequently, but not always, assigned a file code number which is cross-referenced with the case name. The file code number, if assigned, is used to administratively file the case, chronologically by calendar year.

SAFEGUARDS:

Primary System: Building employs security guards and access is limited to authorized personnel. Files are stored in locked containers and access given only to persons with an official need to know.

Safeguards for decentralized segments vary but should include, as a minimum, the storage of the reports in locked containers and access given only to persons with an official need to know.

RETENTION AND DISPOSAL:

Reports of investigation conducted by The Inspector General and Auditor General, Department of the Army will be stored permanently. Reports prepared by Inspectors General of other Department of the Army agencies/organizations will be destroyed 10 years after completion. All other Inspectors General reports will be destroyed 3 years after completion.

SYSTEM MANAGER(S) AND ADDRESS:

The Inspector General and Auditor General, Department of the Army, the Pentagon, Washington, DC 20310

NOTIFICATION PROCEDURE:

Requests should be addressed to the SYSMANAGER.

Because reports are seldom filed by surname or social security number (SSN), requests to determine if the system contains a record about requester should include full name, rank (if applicable), SSN (if applicable), address or Army Post Office (APO) if applicable, approximate date of investigation, subject of investigation, location of Inspector General office conducting the investigation, and the requester's role in the investigation.

Information may be obtained from:
HQDA (DAIG-IN)
Room 1D731
Pentagon
Washington, DC 20310
Telephone: Area Code 202/695/7385

RECORD ACCESS PROCEDURES:

Because reports are seldom filed by surname or SSN, requests from individuals should be addressed to: Headquarters, Department of the Army (DAIG-IN), Room 1D731, Pentagon, Washington, DC 20310.

Written requests for information should include full name, rank (if applicable), SSN (if applicable), address or APO (if applicable), approximate date of investigation, subject of investigation, location of Inspector General office conducting the investigation, and the requester's role in the investigation.

For personal visits, the individual should be able to provide some acceptable identification; that is, driver's license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

The nature of investigations varies greatly, and the source of the evidence required is not predictable. Previous sources have included: testimony of witnesses; correspondence/records maintained by organizations/individuals party to the matters being investigated; military personnel files; military pay records; security dossiers; newspaper clippings, and other media material; photographs; reference material/correspondence originating in Department of the Army staff agencies and commands, and other Federal, State, local, and foreign agencies; research notes/documents obtained from reference libraries and records custodians; and other materials in the public domain.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a (j) or (k) as applicable. For additional information, contact the System Manager.

A0224.05aDAIG

SYSTEM NAME:

224.05 Inspector General Complaint Files

SYSTEM LOCATION:

Assistance Division and Central Files, Office of the Inspector General (OTIG), Department of the Army (DA), Washington, DC 20310.

Decentralized Segments: Offices of all command Inspectors General, Army-Wide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any Person, Civilian or Military, who presents to an Inspector General in writing or in person a Complaint/Request for Assistance.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record copy (hard copy) contains the Inspector General Action Request (IGAR) or letter submitted to an Inspector General requesting assistance and all related reports of investigation, inquiries, studies, memoranda and reference material and final replies.

Automated data elements of record contain: Case number, includes fiscal year and sequence number; case name, to include first, last and middle initial of complainant; component of complainant, the functional relationship to military, DA civilian, or other military service; source of complaint, such as the serviceman, his dependent, relative, or DA civilian. The recipient, or the Agency which received the case before it was referred to the OTIG, DA Command or Staff Agency against whom the complaint was made; date case was received by OTIG; suspense data to control information gathering; action officer in OTIG; command to which case referred to have investigation or inquiry conducted; type of allegations made by complainant; number of days for case processing; date reply sent to complainant; and whether complaints were justified/unjustified.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Sections 3039, 3040 and subsection 3065(a) provide for and describe the mission of The Inspector General and Auditor General of the Army and his deputies and assistants. Provides for the detail of commissioned officers as Inspectors General.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose is to obtain sufficient information by investigation, inquiry, research of existing historical data; to review and process the data to insure that appropriate action was taken to substantiate or refute allegations presented, and to correct deficiencies.

The purpose of the automated data elements file is to provide a management system to report categories and frequency of complaints and trends by type and command and to improve processing of correspondence and thereby improve responsiveness of the Inspector General assistance function.

Users are Inspectors General Army-wide; Army Commanders at all levels, DA Staff Agencies, Members of Congress, and other government agencies, when determined by The Inspector General to be in the best interest of that agency.

Used to answer complainants or respond to requests for assistance, advice or information. After consultation with appropriate staff judge advocate may be referred for use in trials by court-martial or other military justice matters, as authorized by the Uniform Code of Military Justice. Used by commanders to correct deficiencies found during inquiry/investigation.

User of automated data file is the Office of The Inspector General, DA. Automated data is used to provide weekly and quarterly reports to elements of OTIG and the Army Staff concerning the categories and frequencies of the Inspector General Action Request and trends. Used as a management tool to improve responsiveness of OTIG in its assistance function. It is not used to associate allegations with complainant and does not divulge findings or recommendations as a result of an inquiry.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

Computer magnetic tapes.

RETRIEVABILITY:

Filed alphabetically by last name of requester for assistance or information.

Automated data information is filed by sequential case number or case name.

SAFEGUARDS:

Records are maintained in locked areas in locked containers accessible only to authorized personnel who are properly cleared and trained in their release.

RETENTION AND DISPOSAL:

IG complaint files are destroyed 1 year following final action, except those which include reports of investigation or inquiry conducted by Inspectors General. IG complaint files containing reports of investigation or inquiry or documents relating to investigations and inquiries conducted by Inspector General will be destroyed according to the level at which the inquiry/investigation was conducted: files which contain an investigation or inquiry conducted by the Office of The Inspector General, DA, will be permanent; files containing an investigation or inquiry conducted by other Headquarters, Department of the Army offices and field commands authorized an Inspector General, that report directly to Headquarters, Department of the Army will be destroyed after 10 years; files containing an investigation or inquiry conducted by any other Inspector General element will be destroyed after 3 years.

Automated record kept on active file 1 year then transferred to a history file and destroyed electronically after 5 years.

SYSTEM MANAGER(S) AND ADDRESS:

The Inspector General and Auditor General, Headquarters, Department of the Army, the Pentagon, Washington, DC 20310

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQDA (DAIG-AC)
Room 1D736
Pentagon
Washington, DC 20310
Telephone: Area Code 202/695-1578

Requester must furnish full name, grade, social security number (SSN), unit of assignment, nature of complaint, and proof of personal identification, and identify the Command Inspector General to which his complaint was submitted.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: The Inspector General, Headquarters, Department of the Army, (DAIG-AC), Washington, DC 20310.

Written requests for information should contain: the full name, grade, SSN, current address and telephone number, and the nature of previous complaint.

For personal visits, the individual must provide acceptable identification and verbal information that could be verified with his case file.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from SYSMANAGER.

RECORD SOURCE CATEGORIES:

Personal inquiry or investigation by Inspectors General into matters presented as a complaint or request for assistance. The nature of inquiries and investigations varies greatly, and the source of the evidence required is not predictable. Previous sources have included: testimony of witnesses; correspondence/records maintained by organizations/individuals party to the matters being investigated; military personnel files; military pay records; security dossiers; newspaper clippings, and other media material; photographs; reference material/correspondence originating in Department of the Army staff agencies; research notes/documents obtained from reference libraries and records custodians; and other materials in the public domain.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a (j) or (k), as applicable. For additional information, contact the System Manager.

A0225.01aDAPE

SYSTEM NAME:

225.01 Military Police Management Information System (MPMIS) - Correctional Reporting System (CRS)

SYSTEM LOCATION:

Primary System: Law Enforcement Division, Human Resources Development Directorate, Office of the Deputy Chief of Staff for Personnel, Department of the Army, (DAPE-HRE).

Decentralized Copies: CRS is programmed for Army installations; the system will be maintained by the installation provost marshall office (PMO). Official mailing addresses are in the Department of Defense directory in the Appendix. The CRS will replace command-unique systems at installations where they exist.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any military member confined at any Army confinement facility as a result of, or pending, trial by courts-martial.

CATEGORIES OF RECORDS IN THE SYSTEM:

The CRS data are added to the corrections master file. Following output is produced: a daily 4 part prisoner status roster which provides a by name roster showing social security number (SSN), military occupational speciality (MOS), religion, marital status, education level and offense for which confined. Part 1 provides a history of all prisoners confined in the last 24 hours and shows totals by status (i.e., detained, pretrial, detained post trial, adjudged, etc.). Part 2 shows a recapitulation by custody of total number of prisoners in confinement by this category. Part 3 lists all prisoners that departed the facility in the past 24 hours and lists their disposition. Part 4 indicates those individuals in pretrial confinement in excess of 25 days; a monthly status roster showing, by name, all prisoners confined or released for the reporting period. Report shows detailed additional information including totals of new prisoners, total departures, total escapes, total in hospital and totals by custody grade, race, status and such information as total by types or release, confinement less than 30, 60, or 90 days; the semiannual prisoner profile report produces a series of two-dimensional matrices for each type offense and profiles prisoner age, race, education, marital status, and religion for each offense.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012(g).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The CRS is used to provide, on a daily basis, pertinent information required for proper management of confinement facility population; to provide on a monthly basis, statistical information required by the installation commander provost marshal and confinement facility commander pertaining to the prisoner population, status of discipline and responsiveness of personnel procedures relating to prisoner personnel; to provide the installation with monthly data on the total spectrum of the confinement facility utilization, i.e., population turnover, recidivism, and to identify semiannually, prisoner profiles showing the relationship of particular offenses to age, race, education, marital status and religion. CRS output will be furnished to criminal justice elements outside Department of Defense (DOD) and Department of the Army (DA) when law enforcement and crime prevention functions fall within their jurisdiction or concurrent jurisdiction is applicable. These include local, state and Federal agencies such as the Federal Bureau of Investigation, US Customs Service; US District Courts, US Magistrates; US Federal Marshals, state police agencies, local police agencies; and in oversea areas, host government law enforcement agencies.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The CRS master file is stored on disk at the installation data processing activity. The CRS data, produced also in three copies, is maintained at the installation correctional facility in file folders.

RETRIEVABILITY:

Access to the data base/master file is restricted. To receive CRS output personnel must utilize a 'systems control card'. This control card must be prepared for each specific entry and requires unique originator codes. Instructions for creating and using the control card are maintained at two locations: the PMO and the data processing facility. Access to hard copy output is prescribed by installation standard operating procedures (SOP) and policies.

SAFEGUARDS:

The data base and output are managed through extensive SOP and policies prescribed in system functional users manuals. Safeguards include: limited output with distribution controlled by the PMO and released only to designated persons; output is controlled at both pick-up and delivery points: the PMO, confinement facility and data processing activity are 24 hour per day operations; consequently, reports are continuously under scrutiny; the confinement facility and the data processing site are considered secure areas with limited access.

RETENTION AND DISPOSAL:

Individuals are deleted from the CRS master file upon their departure from the correctional/confinement facility. Certain elements of information, pertaining to the prisoner are posted to a corrections history tape which produces the semiannual prisoner profile report. A prisoner can remain on this history tape for as long as 5 months or until the semiannual report is produced. Once this occurs, he is then deleted from the CRS master file.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310. Decentralized to command/installation.

NOTIFICATION PROCEDURE:

Information may be obtained from the command/installation/activity office of record.

RECORD ACCESS PROCEDURES:

Requests for access should be addressed to the command/installation/activity at which the record is located. Written requests should contain full name of individual, current address, SSN and specificity as to the information sought.

CONTESTING RECORD PROCEDURES:

Rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Subjects, suspects, witnesses, victims, military police and US Army Criminal Investigation Command personnel and special agents, informants, various Department of Defense Federal, state and local investigative and law enforcement agencies, departments or agencies of foreign governments, personnel records of the individual and other individuals and organizations which may provide exempt information.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C., 552a (j) or (k) as applicable. For additional information contact the SYSMANAGER.

A0225.01bDAPE

SYSTEM NAME:

225.01 Carpool Information/ Registration System

SYSTEM LOCATION:

Primary System: Law Enforcement Division, Human Resources Development Directorate, Office of the Deputy Chief of Staff for Personnel, Department of the Army (DAPE-HRE); Decentralized to Army installation/ activity level, the official mailing addresses of which are in the appendix.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel participating in carpool program who voluntarily provide information for release.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name of individual, Social Security Number (SSN), home phone, and address, office address and phone, map coordinates of home or nearby reference points, working hours, etc.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012 and Federal Property and Administrative Service Act of 1949 as amended.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To assign and administer allocated carpool parking assignments; establish priority of assignments, assist members and applicants in contacting one another and provide printout of individuals in system to other participants who desire to make contact.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Reference cards, computer cards, disk or tape, file folders.

RETRIEVABILITY:

Access is based on name, SSN, grid coordinate reference system and working hours.

SAFEGUARDS:

Accessible only to authorized personnel and those providing identification and purpose for which information is requested; may be accessed by persons seeking members with voluntary consent of person providing information.

RETENTION AND DISPOSAL:

Data are retained only on active participants; destroyed upon request/ reassignment.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Department of the Army (DAPE-HRE); decentralized to command/installation/ activity level.

NOTIFICATION PROCEDURE:

Information may be obtained from command/installation/activity office of record.

RECORD ACCESS PROCEDURES:

Requests should be addressed to command/installation/activity office; on personal visits, individual should provide acceptable means of identification, e.g., driver's license, SSN card, DD FM 2. Written requests should contain full name of individual, current address, SSN and specificity.

CONTESTING RECORD PROCEDURES:

Rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Provided by individual on various local, Department of Army, Department of Defense, or Department of Transportation Forms 1700.9.1.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0225.07aDACS

SYSTEM NAME:

225.07 Teleprocessing Customer Identification System

SYSTEM LOCATION:

United States Army Management System Support Agency (USAMSSA), DACS-AMH-B, Pentagon, Washington, DC 20310.

Data processing installations Army-wide maintaining this system.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Personnel and teleprocessing customers of the data processing activity.

CATEGORIES OF RECORDS IN THE SYSTEM:

Automated file contains individual's name, terminal customer identification codes, organizational element responsible for automatic data processing (ADP) jobs run, system acronym, routing box number, assigned ADP job number, option list to be presented, terminals authorized for use and related information.

Manual file contains customer's social security number, office phone, office symbol, location of terminals to be used and related information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012(g).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Teleprocessing customers, agency personnel who use terminal, staff users who access remote terminals, authorized contractors who access terminals connected to central computer facility.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, punch cards, disk.

RETRIEVABILITY:

Control number, option list, name, delete date.

SAFEGUARDS:

Records are maintained in secure areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Records on file are updated every 6 months. Customer roster updated weekly. Records not in use are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Director, USAMSSA, The Pentagon, Washington, D.C. 20310.

Commander of each data processing installation maintaining the system.

NOTIFICATION PROCEDURE:

USAMSSA, ATTN: DACS-AMH-B, Room BD965A, The Pentagon, Washington, D.C. 20310. Telephone 202/ 695-9974.

Inquiries should be addressed to the commander of the data processing installation maintaining the system.

RECORD ACCESS PROCEDURES:

See Notification

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Information is supplied by individual, automated system interfaces for user codes on file at the agency.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0225.11aDAAG

SYSTEM NAME:

225.11 Master Index (NMI)

SYSTEM LOCATION:

Automated Equipment Division, Systems Support Directorate, United States (US) Army Reserve Components Personnel and Administration Center (USARCPAC) AGUZ-SSD; 9700 Page Blvd., St Louis, MO 63132.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who subsequent to 1961 has been released from the active Army.

Any individual retired from the US Army or US Army Reserves.

Any individual who has been or is a member of the US Army Reserves.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains personnel identification and location indicator of the Official Military Personnel File.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 275.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

USARCPAC: To determine the location of the Official Military Personnel File.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tapes.

RETRIEVABILITY:

By full name or by social security number.

SAFEGUARDS:

Computer Keyword Distribution of output information, routed by interoffice symbols only.

Building employs security guards, ID badge required to enter building, floor badge required.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, USARCPAC, 9700 Page Blvd., St Louis, MO 63132.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander, USARCPAC
9700 Page Blvd
St Louis, MO 63132
Telephone: Area Code 314/268-7733

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, USARCPAC, 9700 Page Blvd., St Louis, MO 63132.

Written requests for information should contain the full name and social security number of the individual.

For personal visits, the individual should be able to provide some acceptable identification, such as driver's license.

CONTESTING RECORD PROCEDURES:

The rules of the agency for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Automated system interface and by notification of the location of the Official Military Personnel File from the record holder.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0225.11bDAAG

SYSTEM NAME:

225.11 The USA Individual Ready, Standby and Retired Reserve Personnel Information System.

SYSTEM LOCATION:

Automated Equipment Division, Systems Support Directorate, United States (US) Army Reserve Components Personnel and Administration Center (USARCPAC), ATTN: AGUZ-SSD, 9700 Page Boulevard, St Louis, MO 63132.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All members of the US Army Reserve who are not assigned to a Reserve unit and not serving on extended active duty in an enlisted reserve status.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record contains personal and military status and qualifications data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 275.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

US Army Reserve Components Personnel Center, Department of the Army staff and command agencies, and Department of Defense and components thereof: The data records are primarily used to select qualified members for assignment to active Army units and mobilized reserve component units in the event of mobilization during a national emergency. Record is also used to support day-to-day personnel management and administration. Specifically, these uses include: selecting qualified personnel for potential assignment to reserve units based on military occupational specialty, grade, and geographical location; selecting and ordering individuals to military active duty training; identifying personnel for promotion consideration; identifying individuals not qualified for retention in the reserve; issuing annual statements of retirement credits; printing statements of total retirement credits; and publishing orders directing personnel actions and training.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tapes and disks.

RETRIEVABILITY:

Filed numerically, social security number (SSN) ascending.

SAFEGUARDS:

Computer located in building which has entrance controlled by Federal Protective Officers. An ID badge is required to enter building and a different floor badge is required to enter the floor. The tape and disk library is a fireproof vault with a safe combination door plus a steel bar key-locked door. The functional and systems directors approve production requests for both one-time and recurring information.

RETENTION AND DISPOSAL:

Records are maintained for six years after completion of statutory or contractual reserve commitment.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St Louis, MO 63132.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander, USARCPAC
9700 Page Boulevard, St Louis, MO 63132
Telephone: Area Code 314/263-7763

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, US Army

Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St Louis, MO 63132

Written requests from individuals should contain full name, SSN and address.

For personal visits the individual should provide some acceptable identification such as a driver's license.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Official Military Personnel File and Military Personnel Records Jacket.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0225.11kDACS

SYSTEM NAME:

225.11 Computer Users Information System

SYSTEM LOCATION:

Management Information Systems Directorate, Picatinny Arsenal, Dover, N.J. 07801

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person who is currently employed at Picatinny Arsenal, Dover, N.J. 07801 or government contractors using computing facility.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, business address, business telephone, subject interest code, user ident code, data files retained by users, assigned password, mag tape reel ident, abstracts of computer programs and name and phone number of contributors, items of policy, features and current computing facility problems.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

List authorized users, disseminate computing news, provide users with available application programs and name of author, accounting for Automatic Data Processing (ADP) mag tape reels.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer (digital and analog) magnetic tape, disk, punched cards.

RETRIEVABILITY:

Name, subject, user ident code, news item number, password, application program key word/author.

SAFEGUARDS:

Building employs security guard. Magnetic tapes are held in vault accessible only to authorized computer personnel. Vault is in computer room, to which entrance is restricted by cipher lock.

RETENTION AND DISPOSAL:

Individual data remains on file while a user of computing facility. Destroy on discontinuance or reassignment.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Picatinny Arsenal, ATTN: SARPA-MI-S, Dover, N.J. 07801

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander
Picatinny Arsenal
ATTN: SARPA-MI-S
Dover, N.J. 07801

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, Picatinny Arsenal, ATTN: SARPA-MI-T, SARPA-MI-O

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

User, authors, computing facility management, computer programmers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0225.12aDACS

SYSTEM NAME:

225.12 Data Processing Installation Control System

SYSTEM LOCATION:

Primary System: Automatic Data Processing Branch, Operations Division, Personnel Information Systems Directorate, US Army Military Personnel Center.

Decentralized Segments-Room 7E028 Forrestal Building- Room 2B744 Pentagon, both remote sites of the Primary System.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any DOD employee requiring access to US Army Military Personnel Center computer facility or equipment.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's name, social security number, office symbol and telephone number. In addition, the following information is maintained on operators of the equipment-assigned Table of Distribution and Allowances paragraph and line number, job title, authorized and actual grade, occupational skill, security clearance, section assignment and projected separation date.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Automatic Data Processing Branch and decentralized sites: To verify individual authority to use computer equipment; Security requirements: The processing of classified information and personnel information on equipment by users requires limited access to major remote terminals and the primary computer site.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Data Base Management Mass Storage. Input correspondence maintained in paper record folders.

RETRIEVABILITY:

Filed alphabetically or by submitting agency.

SAFEGUARDS:

The primary site employs security guards that check individual access against system reports. Remote location operators check access against system reports.

RETENTION AND DISPOSAL:

Records are retained for the duration the individual is authorized access.

Destroy after 1 year.

SYSTEM MANAGER(S) AND ADDRESS:

US Army Military Personnel Center (DAPC-PSO-A), 200 Stovall Street, Alexandria, Virginia 22332

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Individuals should write or contact SYSMANAGER in person.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial

determinations are contained in Army Regulation 340-21; as supplemented by Army Regulations 18-7 and 380-5.

RECORD SOURCE CATEGORIES:

Agencies utilizing the computer facility are requested to submit written input to the SYSMANAGER. SYSMANAGER periodically revalidates access directly with these agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0228.01DAMH

SYSTEM NAME:

228.01 Army History Files

SYSTEM LOCATION:

US Army Center of Military History, Department of the Army, Washington, DC 20310.

Decentralized segments exist at historical offices at HQDA and field operating agencies, major commands, and the USA Military Historical Research Collection, Carlisle Barracks, PA 17013.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian personnel associated with the Army; individuals who seek information concerning U.S. Army activities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Biographical resumes and personal working files of U.S. Army personnel; personal papers donated by individuals for historical research; photographs of Army personages; requests for historical documents regarding U.S. Army activities; and responses thereto.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012, Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide information of a general nature concerning U.S. Army history in response to inquiries; to assist in preparing official studies of the U.S. Army and events pertaining thereto.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records, tapes, and photographs in file folders.

RETRIEVABILITY:

By individual's name.

SAFEGUARDS:

Records are maintained in secured areas accessible only to persons having need for the information in the performance of official duties.

RETENTION AND DISPOSAL:

Historical material and photographs are retained in historical reference collections permanently. Some are retired to the Washington National Records Center when no longer needed in historical offices; others are transferred to the Military History Research Collection at Carlisle Barracks, PA for preservation.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Military History, Headquarters, Department of the Army, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to inquire whether this system of records contains information about them should contact the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Individuals may request access to their records by contacting the SYSMANAGER, furnishing their full name, social security number, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, his/her Army record, photographs, official Army documents, public records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0228.11DAAG

SYSTEM NAME:

228.11 Memorialization Board Files

SYSTEM LOCATION:

Primary System: Operations Division, Administrative Management Directorate, The Adjutant General Center (i.e., HQDA (DAAG-AMO) WASH DC 20314);

Decentralized segments exist throughout the Army to the installation level.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual for whom a memorialization action is recommended or taken. Only deceased personnel are eligible for memorialization, but sometimes living personnel are recommended.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains a record of memorialization actions taken and background information of each, consisting of letters, staff studies and related information leading to a memorialization decision. Also included in the file may be memorialization for record pertaining to processing of a particular action and an information copy of orders announcing that a street, building, installation or similar object or thing has been or will be named after a deceased individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Memorialization board files are used as an essentially decentralized record of memorialization actions taken throughout the Army. When a memorialization action is approved, orders are issued formalizing the approval. (A copy of each order is sent to operations Division where a card is prepared and filed indicating action taken, date, order number and location.)

Files maintained by the approval authority are also used as a source of information from which it can be determined whether others were considered for a particular action and, by exclusion, those who have not been memorialized.

Unusual cases in the Operations Division file also serve as a source of policy and precedence information.

After an action is approved, records may provide information supportive of publicity and news releases.

Records are also used for historical reference.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Operations Division: filed alphabetically by last name of those memorialized.

Decentralized segments: filed loosely in a file folder by calendar year in which memorialization action occurred. Accessible by name.

SAFEGUARDS:

Operations Division - building employs security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Decentralized segments: files accessible to records maintenance and managerial personnel.

RETENTION AND DISPOSAL:

Records of final approving authority are permanent. In most cases approval authority is delegated to installation commanders for memorialization actions on a particular installation except when a policy exception is required or in major naming cases which must be approved by higher authority. Permanent records are held 5 years in the current files area and then sent to a records holding area from which they are retired to the Washington National Records Center. Records of supervisory, reviewing or other offices are destroyed 2 years after the end of calendar year in which a memorialization occurred or on discontinuance of the office concerned (whichever occurs first).

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, the Pentagon, Washington DC

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQDA (DAAG-AMO)
Room GA 159
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-8380

RECORD ACCESS PROCEDURES:

Requests for information concerning those rare memorialization actions in which a living person has been recommended should be addressed to the installation concerned or: HQDA (DAAG-AMO), Room GA 175, Forrestal Building, Washington, DC 20314.

Written requests for information should include the full name of the individual and when applicable, information about the building, street, installation, etc., concerned.

For personal visits an individual must be able to provide proper identification such as a driver's license or employing office identification card.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information supporting a memorialization request is extracted from personnel records and orders and from historical references (as applicable).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0239.01DAAG

SYSTEM NAME:

202.08 Request for Information Files

SYSTEM LOCATION:

These records exist at Headquarters, Department of the Army, staff and field operating agencies, major commands, installations and activities receiving requests to access records pursuant to the Freedom of Information Act or to declassify documents pursuant to Executive Order 12065. They also exist in offices of Initial Denial Authorities (enumerated in Army Regulation 340-17) when an individual's request is denied; upon appeal of that denial, record is maintained in the Secretary of the Army's Office of General Counsel. Official mailing addresses are in the DOD Directory following the Annual Compilation of system notices appearing at 44 FR 74011 on December 17, 1979.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who requests an Army record under the Freedom of Information Act or requests mandatory review of a classified document pursuant to Executive Order 12065.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's request; related processing papers; correspondence between the office of receipt, records custodians, Army staff offices and other government agencies; retained copies of classified or other exempt materials; and other selective documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 552; Freedom of Information Act as amended by Pub. L. 93-502; Executive Order 12065.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To control administrative processing of requests for information either pursuant to the Freedom of Information Act or to Executive Order 12065, including appeals from denials.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Files alphabetically by last name of requestor.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel that are properly trained.

RETENTION AND DISPOSAL:

Records reflecting granted requests are destroyed after 2 years. When requests have been denied, records are retained for 5 years except that if appeals result, records are retained until 4 years after final denial by the Army or 3 years after final adjudication by the courts, whichever is later.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, Washington DC 20310

NOTIFICATION PROCEDURE:

Requests should be addressed to the custodian of the record sought; if unknown, write to: HQDA (DAAG-AMR-S), Room GA-082, Forrestal Building, Washington DC 20310, telephone: 202/693-1847.

RECORD ACCESS PROCEDURES:

Written requests should be addressed to the office that processed the initial inquiry or access request. Individual may obtain assistance from the System Manager.

Personal visits may be made to the office maintaining the records upon presentation of acceptable identification such as driver's license, and furnishing verbal information that can be verified.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21(32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual requestor, Department of Army organizations, other Department of Defense components, and other Federal, state, and local government agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

The majority of records in this system are not exempt. Copies of documents residing in the office of an Initial Denial Authority having a law enforcement mission which fall within (j)(2) are exempt from the following provisions of Title 5 U.S.C., section 552a: (c)(3), (d), (e)(1), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(5), (e)(8), (f), and (g). Copies of

documents maintained by other Initial Denial Authorities not having a law enforcement mission which fall within 5 U.S.C., section 552a (k)(1) through (k)(7) are exempt from the following provisions of Title 5 U.S.C., section 552a: (c) (3), (d), (e)(1), (e)(4)(G), (e)(4)(H), and (f).

A0240.01DAAG

SYSTEM NAME:

201.08 Privacy Case Files

SYSTEM LOCATION:

These records exist at Headquarters, Department of the Army, staff and field operating agencies, major commands, installations and activities receiving Privacy Act requests. They also exist in offices of Access and Amendment Refusal Authorities (enumerated in Army Regulation 340-21) when an individual's request to access and/or amend his/her record is denied; upon appeal of that denial, record is maintained by the DA Privacy Review Board. Official mailing addresses are in the DOD Directory following the Annual Compilation of system notices appearing at 44 FR 74011 on December 17, 1979.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who request information concerning themselves which is in the custody of the Department of the Army, including requests to amend such records pursuant to Title 5, U.S.C. section 552a(d) (Privacy Act of 1974).

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents which notify requestors of the existence of records on them, providing or refusing access to or amendment of records, acting on appeals or refusals to provide access to or amend records, and providing or developing information for use in litigation. Included are requests; approval and refusal actions; appeals and actions on appeals, including DA Privacy Review Board minutes and actions; coordination actions; copies of the requested and amended/unamended records; statements of disagreement; and related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012; Title 5 U.S.C., Section 552a.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Files are used to process and coordinate individual requests for access, and amendment of personal records; to process and record appeals on denials of requests for access or amendment to personal records by the individual against agency rulings; and to ensure timely response to requestors.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file holders.

RETRIEVABILITY:

By name of requestor on whom the records pertain.

SAFEGUARDS:

Records are accessed by custodian of the record system and by persons responsible for servicing the record system in performance of their official duties who are properly screened and cleared. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Offices of Access and Amendment Refusal Authorities: Approved requests, unappealed refusals and refusals fully overruled by appellate authorities: Destroy after 4 years; refusals upheld in whole or in part by appellate authorities: destroyed after 10 years, provided legal proceedings are completed.

Offices of appellate authorities: Appeals adjudicated fully in favor of requestor: destroyed after 4 years. Appeals refused in full or in part: destroyed after 10 years provided legal proceedings are completed.

Other offices: Destroyed after 4 years.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, ATTN: DAAG-AMR-R, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Requests should be addressed to the custodian of the record sought; if unknown, write to: HQDA (DAAG-AMR-R), 1000 Independence Avenue, SW, Washington, DC 20310, telephone: 202/693-0973.

RECORD ACCESS PROCEDURES:

Written requests should be addressed to the office that processed the initial inquiry, access request, or amendment request. Individual may obtain assistance from the System Manager.

Personal visits may be made to the office maintaining the records upon presentation of acceptable identification such as driver's license, employee identification card, and furnishing verbal information that can be verified from individual's case file.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21(32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual requestor, Department of Army organizations, other Department of Defense components, and other Federal, state, and local government agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

The majority of records in this system are not exempt. Copies of documents residing in the office of an Access and Amendment Refusal Authority having a law enforcement mission which fall within (j)(2) are exempt from the following provisions of Title 5 U.S.C., section 552a: (c)(3), (d), (e)(1), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(5), (e)(8), (f) and (g). Copies of documents maintained by the DA Privacy Review Board and by those Access and Amendment Refusal Authorities not having a law enforcement mission which fall within 5 U.S.C., section 552a (k)(1) through (k)(7) are exempt from the following provisions of Title 5 U.S.C., section 552a: (c)(3), (d), (e)(1), (e)(4)(G), (e)(4)(H), and (f).

A0301.07aDAAG

SYSTEM NAME:

301.07 Army Club Membership Registration System

SYSTEM LOCATION:

Decentralized at Army installations worldwide; the systems will be maintained by the Officers' or NCO club manager at Army installations having club activities. Official mailing addresses are in the Department of the Defense Directory in the Appendix.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual active military, reserve component, retired, civilian, or dependent who voluntarily applies for membership in an Army club.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name, grade, social security number (SSN), address, phone number, name of spouse, credits, merchandise code, date of purchase, activities code. Card number, club bill, date estimated return from overseas (DEROS) where applicable.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Administration of club membership, billing by local commercial institutions maintaining credit systems for individual Army clubs or for billing by local finance and accounting office, preparation of club membership cards, determination of eligibility for membership, identification for collection of accounts due, and dissemination of information regarding club activities.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File cards, kardex files, automated files, file folders/ jackets, and computer printouts.

RETRIEVABILITY:

Filed alphabetically by name, SSN, or club membership number.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

An individual's record is maintained on the individual club membership registration file as long as the individual remains a bona fide member of the particular Army club. Routinely destroyed after three years.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, (DAAG-ZA), Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Executive, Club Management Directorate,
The Adjutant General Center,
Washington, DC 20314.
Telephone (Area Code) 202/693-1090.

RECORD ACCESS PROCEDURES:

Written requests for information by an individual pertaining to himself should contain the full name of individual, the club at which the individual is a member, current address and SSN. Requests from individuals should be addressed to the respective club at which the individual is a member or has been a member and remains on records as having an account due. For personal visits the individual should be able to provide some acceptable identification (e.g., driver's license, employee identification card).

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from Army Regulation 340-21, The Army Privacy Program.

RECORD SOURCE CATEGORIES:

Information contained in membership registration file is obtained directly from individual making application for membership in the respective Army club.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0301.08aDACA

SYSTEM NAME:

301.08 Military and Civilian Waiver Files

SYSTEM LOCATION:

United States Army Finance and Accounting Center (USAFAC), Indianapolis, IN 46249.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any Army member or civilian employee or former Army member or civilian employee who applies for waiver of claims arising out of erroneous payments of pay and allowances.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains application, employment history of the individual, reports of investigation, copies of vouchers, certificates, record of disposition, and correspondence with the U.S. General Accounting Office, Army staff offices, and other government agencies.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 44 U.S.C., Section 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Field Services Office: To obtain data to determine the validity of waivers, or to make referrals to the U.S. General Accounting Office.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel of Field Services Office.

RETENTION AND DISPOSAL:

Records are retained indefinitely in active file.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, USAFAC, Indianapolis, IN 46249.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Chief, Field Services Office
USAFAC
Indianapolis, IN 46249
Telephone: Area Code 317/542-3127

RECORD ACCESS PROCEDURES:

Requests should be addressed to: Chief, Field Services Office, U.S. Army Finance and Accounting Center, Indianapolis, IN 46249

Written requests for information should contain the full name of the individual, social security number and current address. Visits are limited to Field Services Office (FINCY), U.S. Army Finance and Accounting Center, Indianapolis, IN 46249.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from Chief, Field Services Office (FINCY), U.S. Army Finance and Accounting Center, Indianapolis, IN 46249.

RECORD SOURCE CATEGORIES:

Finance and Accounting Offices, Army member's commanding officer, records custodian and other Government agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0301.08bDACA

SYSTEM NAME:

301.08b Contractor Indebtedness Files

SYSTEM LOCATION:

Primary System: Contract Financing Office, Directorate of Finance and Accounting, Office Comptroller of the Army, Department of the Army.

Decentralized Segments: All Army installation and commands, and Defense Contract Administration Services Regions that administer contracts for the Department of the Army.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Contractors as individuals determined indebted to the United States Government.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains correspondence between contracting officer, administrative contracting officer and/or Contract Financing Office, Directorate of Finance and Accounting and the contractor, that terminates contract, demands payment and extablishes debt, and any other related papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Claim Collection Act of 1966, 80 Sta. 308, Title 31 U.S.C., Section 951-53.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Files are used to initiate collection action against a contractor who is determined to be indebted to the United States, to determine whether judicial proceedings should be initiated against the contractor and to maintain and distribute a list of contractors determined to be indebted to the United States. This list is maintained by the US Army Finance and Accounting Center and used by all agencies of the Government.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, stored in steel filing cabinets.

RETRIEVABILITY:

File alphabetically by last name of individual.

SAFEGUARDS:

Building employs GSA Security Guards. Records are maintained in file cabinets accessible only by authorized personnel in area that is locked after duty hours.

RETENTION AND DISPOSAL:

Files are permanent. They are retained in active file until end of calendar year in which final action is taken, held 2 years after file is closed then transferred to the Washington National Records Center. Copies of files that are sent to the General Accounting Office for determination of judicial proceedings or further collection action are retained in the Contract Financing Office until notification is received that the file has been closed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Contract Financing Office, Directorate of Finance and Accounting, Office Comptroller of the Army, Department of the Army, The Pentagon, Washington, D.C. 20310.

NOTIFICATION PROCEDURES:

HQDA (DACA-FAC)
Room 3-A-688
Pentagon
Washington, DC 20310
Telephone: Area Code 202/695-1300

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Comptroller of the Army, Directorate of Finance and Accounting, ATTN: Contract Financing Office,Washington, D.C. 20310. — Written request for information should contain the full name of the individual and the contract number concerned. Visits can be made to the contracting office of the installation/command that let the contract or the Contract Financing Office (DACA-FAC), Pentagon, Washington, DC 20310.

For personal visits, the individual should be able to provide some acceptable identification such as a current driver's license, and give some verbal information that can be verified with his case folders.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from the installation/ command contracting officer administering the contract concerned.

RECORD SOURCE CATEGORIES:

Correspondence received from individuals and contracting offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0302.03aDACA

SYSTEM NAME:

302.03 Subsidiary Ledger Files (Accounts Receivable)

SYSTEM LOCATION:

Decentralized segments - Approximately 300 Finance and Accounting Offices (FAO) World-Wide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian personnel with the Department of the Army, Department of Defense, and other government agencies.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual control files for services rendered.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Finance and Accounting Office: Purpose to maintain records of charges due the Army for services provided to effect collection action, i.e., telephone, quarters, food charges, clothing, etc.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and card files.

RETRIEVABILITY:

Filed alphabetically by last name, or cross indexed by name, or filed by Social Security Number(SSN).

SAFEGUARDS:

World-Wide Finance and Accounting Offices: Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are destroyed 3 years after closing ledger accounts.

SYSTEM MANAGER(S) AND ADDRESS:

Comptroller of the Army, HQ, Department of the Army, The Pentagon, Washington, D.C.

Finance and Accounting Officer, US Army Finance and Accounting Offices, World-Wide.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Comptroller of the Army
HQDA (DACA-FAA-G)
Room 2B667
The Pentagon
Washington, DC 20310
Telephone: Area Code 202/695-5139

Finance and Accounting Offices World-Wide. Individual must provide full name and social security number, current address.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Comptroller of the Army (DACA-FAA-G), Room 2B667, The Pentagon, Washington, DC 20310 or to Finance and Accounting Officers, Finance and Accounting Offices, World-Wide.

Written requests for information should contain full name, social security number and current address.

Information may be obtained by telephone: Area Code 202/695-5139.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Finance and Accounting Offices, Army member's Commanding Officer, Custodian Records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0302.06bDACA

SYSTEM NAME:

302.06b Absentee Apprehension/Reward/Expenses Payment SYSTEM

SYSTEM LOCATION:

Decentralized Segments. Approximately 175 Army Finance and Accounting Offices world-wide who may make payments to individuals in connection with the apprehension of service members who are absentees.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who may have apprehended service members who are absentees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual payment vouchers and documents used for the payment of rewards and expenses for apprehension of absentees.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

DOD Annual Appropriation Act.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Finance and Accounting Offices: Purpose is to provide basis for making payments for rewards and expenses.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper vouchers and documents in file folders.

RETRIEVABILITY:

File numerically by voucher numbers by disbursing station symbol numbers and alphabetically by last name of individual.

SAFEGUARDS:

World-wide Finance and Accounting Offices: Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Individual vouchers and documents used for payment: Retain at installation making payment until end of month; then send to U.S. Army Finance and Accounting Center, ATTN: FINCR, Indianapolis, Indiana 46249. Destroy after 3 years except that documents relating to exceptions taken by General Accounting Office (GAO) will be retained until cleared by a satisfactory reply to the notice of exception and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Comptroller of the Army, Headquarters, Department of the Army, Pentagon, Washington, D.C. 20310.

Finance and Accounting Officers, United States Army Finance and Accounting Offices, World-wide.

NOTIFICATION PROCEDURE:

Information may be obtained from the Finance and Accounting Officer who made the payment.

Individual must provide full name, current address and pertinent information regarding items or payments being questioned.

RECORD ACCESS PROCEDURES:

Requests must be addressed to the Finance and Accounting Officer, Finance and Accounting Office where the payments were made.

Written requests for information should contain full name, current address, and other pertinent data required to identify the items or payments.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is requested from individual requesting reward, from DOD staff agencies and field installations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0305.05aDACA

SYSTEM NAME:

305.05 Travel Payment System

SYSTEM LOCATION:

Decentralized Segments--Approximately 175 Army Finance and Accounting Offices world-wide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian personnel of the Department of Defense, United States Army, Navy, and Air Force, and other individuals who perform invitational travel for Army purposes.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual travel vouchers and documents used to reflect travel allowance payments to military and civilian personnel, records of travel payments, and comparable forms.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Department of Defense Annual Appropriations Act; Title 5 U.S.C., Sections 5701-5742; Title 10 U.S.C., Sections 828, 832, 946, 3012; Title 28 U.S.C., Section 1821; Title 37 U.S.C., Section 404-427.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Finance and Accounting Offices: Purpose is to provide basis for reimbursing military and civilian personnel for expenses incident to travel for official Government business purposes and to account for such payments.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, magnetic tape, disks, cassettes, printouts, and microfiche.

RETRIEVABILITY:

By name of individual and/or social security number; computerized indices for automated files.

SAFEGUARDS:

World-wide Finance and Accounting Offices: Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained. Buildings employ security guards and/or military police patrols. Users of automated files are categorized as input, access, and output personnel; access is controlled by assigned passwords.

RETENTION AND DISPOSAL:

Individual vouchers and documents used for payment: Retain at installation making payment until end of month;

then send to US Army Finance and Accounting Center, ATTN: FINCR, Indianapolis, IN 46249.

Signature cards used for approval of certain vouchers: Retain at installation where payments are made until three years after date of revocation of authority; then destroy.

Records of travel payments: Retain at installation making current payments. Military member's record is transferred to New Servicing Finance Office upon permanent change of station or to the US Army Finance and Accounting Center upon death or separation from active duty. Civilian employee's record is transferred to New Servicing Finance Office upon reassignment and destroyed upon termination of service. Records for individuals performing invitational travel are destroyed one year from date of final payment.

SYSTEM MANAGER(S) AND ADDRESS:

Comptroller of the Army, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Finance and Accounting Officers, United States Army Finance and Accounting Offices, World-wide.

NOTIFICATION PROCEDURE:

Request for information: For periods of current assignment, request should be made to Finance and Accounting Officer who currently pay the individual. For periods of Army service prior to current assignment, request should be made to the Commander, US Army Finance and Accounting Center, ATTN: FINCR, Indianapolis, IN 46249.

Individual must provide full name and social security number and current address.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Finance and Accounting Officer, Finance and Accounting Offices, World-wide, or to Commander, U. S. Army Finance and Accounting Center, ATTN: FINCR, Indianapolis, IN 46249.

Written requests for information should contain full name, social security number and current address.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is received from Department of Defense (DOD) Staff agencies and field installations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0305.08aDACA

SYSTEM NAME:

305.08 Military Pay System-Active Army (Manual)

SYSTEM LOCATION:

Decentralized Segments: Approximately 122 Army-wide Finance Offices and Finance and Accounting Offices (FAO) world-wide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Reserve Enlisted Program 63 Reservist and National Guard, active duty military personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records include individual military pay records, casual payment receipts, substantiating documents, temporary pay records, transmittal letters, locator files, financial data record folders (FDRF), miscellaneous military pay files and personal financial records (PFR).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 37 U.S.C., Section 101 and following (pay and allowances of the Uniformed Services).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Finance and Accounting Division Purpose is to provide a basis for establishment of computation of each active member's military pay entitlement, to provide a history of pay transactions, and to answer inquiries or claims pertaining to such entitlements. This information is also used to provide necessary data to the Treasury Department, the Social Security Administration, the US Army Military Personnel Center, the Veterans, and those states and cities which have an agreement with the Department of the Army to receive taxable earnings information.

Treasury Department: To record check and bond issue data and to record taxable earnings and taxes withheld from military personnel.

Social Security Administration: To record earned wages by member under the Federal Insurance Contributions Act (FICA)s

US Army Military Personnel Center (MILPERCEN): To compare military personnel identification with the Social Security Administration for purpose of correction and to compare and correct common data elements with USAFAC.

Veterans Administration: To record the collection of premiums for National Service Life Insurance.

States and Cities: To verify tax liability against members' state and city income tax returns.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and in bulk storage and card files.

RETRIEVABILITY:

Filed by social security number, alphabetically by name, and substantiating document number. Conventional indexing is used to retrieve data.

SAFEGUARDS:

Finance and Accounting Offices: Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Individual military pay records and other records: Retention periods vary according to category of record but total retention periods do not exceed 56 years. Disposition is as required by AR 37-104-3, AR 635-10 and AR 640-10 and destruction when individual is separated or released from active duty. Destruction is by burning or salvage as waste paper.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, USAFAC, Indianapolis, Indiana 46249

Finance and Accounting Officer United States Army Finance and Accounting Offices, world-wide.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander USAFAC
Attention: FINCP
Indianapolis, Indiana 46249

Individuals may also contact Finance and Accounting Officers at United States Army Finance and Accounting Offices, world-wide.

Individual must provide full name, social security number and military status.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, USAFAC, ATTENTION: FINCP, Indianapolis, Indiana 46249; or Finance and Accounting Officers at United States Army Finance and Accounting Offices, world-wide.

Written requests for information should also contain full name, social security number, military status and current address.

CONTESTING RECORD PROCEDURES:

The rules of access to records, contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is received from Department of Defense staff and field installations and Treasury Department.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0305.10aDACA

SYSTEM NAME:

Joint Uniform Military Pay System-Active Army (JUMPS-AA)

SYSTEM LOCATION:

Primary System-United States Army Finance and Accounting Center (USAFAC), Indianapolis, IN 46249.

Decentralized Segments-Approximately 122 Army Finance Offices and Finance and Accounting Offices (FAO) world-wide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All active duty military personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records include individual military pay records, casual payment receipts, substantiating documents, temporary pay records, transmittal letters, locator files, financial data record folders (FDRF), miscellaneous military pay files, and personal financial records (PFR).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 37 U.S.C., Section 101 and following (Pay and Allowances of the Uniformed Services).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

USAFAC-Purpose is to provide a basis for establishment of computation of each active member's military pay entitlement, to provide a history of pay transactions, and to answer inquiries or claims pertaining to such entitlements. This information is also used to provide necessary data to the Treasury Department, the Social Security Administration, the US Army Military Personnel Center, the Veterans Administration, those states and cities which have an agreement with the Department of the Army to receive taxable earnings information, the American Red Cross and the Department of Health, Education and Welfare.

Treasury Department-To record check and bond issue data and to record taxable earnings and taxes witheld from military personnel.

Social Security Administration: To record earned wages by member under the Federal Insurance Contributions Act (FICA).

US Army Military Personnel Center (MILPERCEN): To compare military personnel identification with the Social Security Administration for purpose of correction and to compare and correct common data elements with USAFAC.

Veterans Administration: To record the collection of premiums for National Service Life Insurance and to transfer contributions to Post-Vietnam Era Veterans Education Account.

States and Cities: To verify tax liability against members' state and city income tax returns.

American Red Cross: To assist military personnel and their dependents in determining the status of monthly pay, dependents allotments, loans, and related financial transactions.

Department of Health, Education and Welfare: Disclose the name, rank and social security account number of each member of the Armed Services on active duty to the Inspector General of that Department only for comparison with appropriate rolls reflecting recipients of Aid to Families with Dependent Children (AFDC).

City of New York: Department of Income Maintenance: Name and address of allottees whose ZIP Codes are in New York City and dollar amount of allotments for the purpose of detecting and curtailing fraud and abuse in Federal Assistance Programs, specifically Aid to Families with Dependent Children and Food Stamps.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and in bulk storage, card files, computer magnetic tapes, computer paper printout, and microfiche.

RETRIEVABILITY:

Filed by social security number, alphabetically by name, and substantiating document number. Conventional indexing is used to retrieve data.

SAFEGUARDS:

USAFAC-Buildings employ security guards. An employee badge and visitor registration system is utilized. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained. Access to computer magnetic tape files is restricted to the members' servicing finance and accounting officer. Computer equipment and files are located in a separate secured area.

World-Wide Finance and Accounting Offices-Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Individual military pay records-Records are converted to microfiche which are retained for 56 years. Destruction is by shredding.

Other records: Retention periods vary according to category of record but total retention periods do not exceed 56 years. Disposition is to federal records centers and destruction thereafter is by burning or salvage as waste paper.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, USAFAC, Indianapolis, IN 46249

Finance and Accounting Officer, United States Army Financing and Accounting Offices, world-wide.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander, USAFAC
Attention: FINCP
Indianapolis, IN 46249

Individuals may also contact Finance and Accounting Officers at United States Army Finance and Accounting Offices, world-wide.

Individual must provide full name, social security number and military status.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, USAFAC, ATTN: FINCP, Indianapolis, IN 46249; or Finance and Accounting Officers at United States Army Finance and Accounting Offices, world-wide.

Written requests for information should also contain full name, social security number, military status and current address.

Information may be obtained by telephone: Area Code 317/542-2891

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records, contesting contents and appealing initial determinations may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Information is received from Department of Defense staff and field installations, Social Security Administration, Financing organizations,

Treasury Department and automated system interface.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0305.10bDACA

SYSTEM NAME:

305.10 Joint Uniform Military Pay System-Reserve Components-Army

SYSTEM LOCATION:

Primary System- United States Army Finance and Accounting Center (USAFAC), Indianapolis, IN 46249.

Decentralized Segments: There are 57 Input Stations across the continental United States, Alaska, Hawaii, Puerto Rico and the Virgin Islands.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All members of the United States Army National Guard and United States Army Reserve who are drawing inactive duty training (IDT) pay.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual military pay records, substantiating documents, transmittal letters, pay records index cards, financial data record folders, miscellaneous military pay vouchers, personal financial history records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 37 U.S.C., Section 101 and following (Pay and Allowances of the Uniformed Services).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

USAFAC- To maintain a record of the member's drill attendance, his entitlements and deductions in order to compute and disburse his pay while keeping a record of taxes and disbursements other than those to the member.

Treasury Department: To record check issue data, taxable earnings and taxes witheld.

Individual States of the United States- To furnish wages earned for the calendar year. These data furnished to the state of home record.

Army National Guard Bureau: To furnish budget data to account for every expenditure within categories established.

Individual National Guard States Associations-Furnish a report and an associated check regarding state sponsored life insurance premiums witheld.

American Red Cross: To assist military personnel and their dependents in determining the status of monthly pay, dependents allotments, loans, and related financial transactions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and in bulk storage, file cards, computer magnetic tape, computer paper printouts, microfiche.

RETRIEVABILITY:

Filed by social security number, name of the member and document number. Conventional indexing is used.

SAFEGUARDS:

USAFAC- Buildings employ security guards. Records are maintained in area accessible only to authorized personnel that are properly screened, cleared and trained. Computer files are maintained in vaults when off line. An employee badge and visitor registration requirement is in effect.

Field activities maintain records in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Individual military pay records: Records are converted to microfiche and retained 56 years from that point. Destruction is by shredding.

Other records: Retention periods vary according to category of record but do not exceed 56 years. Disposition is to Federal Records Centers and destruction thereafter is by burning or salvage as waste paper.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, USAFAC, Indianapolis, IN 46249.

United States Property and Fiscal Officer, United States Army National Guard of each state of the United States plus Washington, DC, Puerto Rico and the Virgin Islands.

Finance and Accounting Officer, Fort Indiantown Gap Pennsylvania; Finance and Accounting Officer, Fort McPherson, Georgia; Finance and Accounting Officer, Fort Riley, Kansas; Finance and Accounting Officer, Presidio of San Francisco, CA. Finance and Accounting Officers herein named are responsible for United States Army Reserve pay accounts only.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander, USAFAC
Attention: FINCP
Indianapolis, IN 46249

Individuals may also contact United States Property and Fiscal Officer, Army National Guard, of each state of the United States plus Washington DC., Puerto Rico and the Virgin Islands.

Individuals may also contact the Finance and Accounting Officer, Fort Indiantown Gap, Pennsylvania; Finance and Accounting Officer, Fort McPherson, Georgia; Finance and Accounting Officer, Fort Riley, Kansas; Finance and Accounting Officer, Presidio of San Francisco, CA. Finance and Accounting Officers herein named are responsible for United States Army Reserve pay accounts only.

Individual must provide full name, social security number and military status.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, USAFAC, Attention: FINCP, Indianapolis, IN 46249.

Information may be obtained by telephone: Area Code 317/542-2891.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

The source of all data to establish and maintain JUMPS-RC-Army originates from unit level. That is, all units of the United States Army National Guard and all units of the United States Army Reserve which perform inactive duty training and whose members receive drill pay as a result of this training, furnish the data to support the system.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0305.10cDACA

SYSTEM NAME:

305.10 Joint Uniform Military Pay System-Army-Retired Pay

SYSTEM LOCATION:

United States Army Finance and Accounting Center (USAFAC), Indianapolis, IN 46249

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Retired Army members, Beneficiaries of Deceased Retired Army Members.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual retired military pay records, correspondence with individuals concerning their retired pay accounts, all documents substantiating entitlement to retired pay.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 1401.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

U.S. Army Finance and Accounting Center: to establish and compute pay account of retirees and their beneficiaries; to produce permanent record of transactions; to prepare financial, budgetary, and actuarial reports; to report Federal witholding tax information to Internal Revenue Service; to report check issue and bond sales information to Department of Treasury.

U.S. Military Personnel Center: to maintain current addresses of retirees, for distribution of the Retired Army Bulletin.

Treasury Department: to record check and bond issue data.

Veterans Administration: to record the collection of premiums for National Service Life Insurance.

States and Cities-to verify tax liability against retiree's state and city income tax returns.

Used for extraction or compilation of statistical data and reports for management studies and statistical analyses for use internally or externally as required by Department of Defense or by other Government agencies.

American Red Cross-To assist military personnel and their dependents in determining the status of monthly pay, dependents allotments, loans, and related financial transactions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, computer magnetic tape files, and microfiche.

RETRIEVABILITY:

Filed by social security number and alphabetically by name. Conventional indexing is used to retrieve data.

SAFEGUARDS:

Building employs security guards. An employee badge and visitor registration system is utilized. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained. Access to computer magnetic tape files is restricted to Director, Retired Pay Operations. Computer equipment and files are located in separate secured area.

RETENTION AND DISPOSAL:

Individual retired military pay records are converted to microfiche which are retained for 56 years. Destruction is by shredding.

Other records: Retention periods vary according to category of record, but total retention periods do not exceed 6 years after termination of the account. (Account is terminated by either the death of the retiree, or if the retiree has designated annuitants under Retired Servicemen's Family Protection Plan or the Survivor Benefit Plan, the subsequent death or ineligibility of the annuitant.) Records are destroyed at the end of the 6 year retention period.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, USAFAC, Indianapolis, IN 46249

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander, USAFAC
Attention: Department 90
Indianapolis, IN 46249
Telephone: Area Code 317/542-3911

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, USAFAC, Attention: Department 90, Indianapolis, IN 46249

Written requests should contain the full name and social security number of the retiree, and be signed by the retiree or the annuitant. Visits are limited to USAFAC Inquiries Office, Room 122G, Building 1, Indianapolis, IN 46249.

For personal visits, the individual should provide some acceptable identification, such as driver's license or employing office's identification card.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

The source of the data to establish the retiree's pay account originates from other Department of Defense agencies, the Veteran's Administration, Social Security Administration, Department of Treasury, Financial Institutions and Insurance Companies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0305.10dDACA

SYSTEM NAME:

305.10 Health Program Pay and Reimbursement System

SYSTEM LOCATION:

Primary System-United States Army Finance and Accounting Office (F&AO), Fitzsimons Army Medical Center (FAMC), Denver, CO 80240.
Decentralized Segments: Input Station, Office of the Surgeon General, Headquarters, Department of the Army (DASG), Washington, D.C.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All members of the US Army Reserve who are enrolled in the Army-Health Professions Scholarship Program.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual military pay records, cost data work-sheets, miscellaneous active duty military pay vouchers, personal financial history records, monthly payroll listings of present members showing entitlements and deductions, bank identification data for deposit of pay, Social Security records, permanent home address, current mailing address, telephone number, name of college student is attending, address of college, telephone number of college and course of study that student is pursuing.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Chapter 104 and following; Public Law 92-426.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Finance and Accounting Office, Fitzsimons Army Medical Center-to establish the pay account of a student in the Health Professions Scholarship Program and to establish his/her entitlements and deductions in order to compute and disburse his/her pay and reimbursable expenses while keeping a record of taxes and disbursements to other than the member. Treasury Department: to record check issue data, taxable earnings and taxes withheld. Individual states and cities of the United States: to verify tax liability against members' state and city income tax returns. Social Security Administration: to record earned wages by member under the Federal Insurance Contributions Act (FICA). Comptroller, FAMC and DASG, Washington, D. C.: to prepare automated statistical reports and personnel information rosters.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, card files, computer magnetic tapes, computer paper printout, microfilm and ledger cards.

RETRIEVABILITY:

Filed by social security number, alphabetically by name. Conventional indexing is used to retrieve data.

SAFEGUARDS:

F&AO, FAMC records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained. F&AO, FAMC secured nightly, weekends and holidays and patrolled by Military Police who make periodic security checks. Computer access is restricted to Management Information Systems Office employees only.

RETENTION AND DISPOSAL:

Individual Pay Record Files: Permanent. Retained at F&AO, FAMC while member is enrolled in the Health Professions Scholarship Program and then transferred to microfilm. Paper record destroyed: microfilm retained 5 years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Finance and Accounting Officer, Comptroller Division, Fitzsimons Army Medical Center, Denver, CO 80240.

NOTIFICATION PROCEDURE:

Information may be obtained from
Finance and Accounting Officer (HSF-CF)
Comptroller Division
Fitzsimmons Army Medical Center
Denver, CO 80240

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, FAMC, ATTN: Finance and Accounting Officer, Denver, CO 80240.

Written requests should contain the full name and social security number of the member and be signed by the member. For personal visits, the individual must provide some acceptable identification, such as a valid driver's license, employing office's identification card, and give some verbal information which could be verified with his file.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the Finance and Accounting Officer (HSF-CF), Fitzsimons Army Medical Center, Denver, CO 80240. Telephone AUTOVON 943-8832 or 943-8135; Area Code (303) 341-8832 or 341-8135.

RECORD SOURCE CATEGORIES:

The source of the data to establish the member's pay account originates from Department of the Army, Office of the Surgeon General, Washington, D.C.

Other data is obtained from individually prepared forms and authorization documents prepared after admission to the HPSP.

Salary tables and tax rates are obtained from executive orders and Internal Revenue Service.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0305.11aDAPE

SYSTEM NAME:

305.11a USMA Cadet Pay and Accounts System

SYSTEM LOCATION:

Finance and Accounting Office, United States Military Academy, West Point, New York 10996

Treasurer, United States Military Academy (USMA), West Point, New York 10996

Adjutant General (AG) Data Processing Branch, Adjutant General Division, United States Military Academy, West Point, New York 10996

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of the United States Corps of Cadets

CATEGORIES OF RECORDS IN THE SYSTEM:

Monthly payroll listings of present members of the Corps showing entitlements and deductions (both required and voluntary).

Bank identification data for deposit of pay.

Individual account activity pertaining to funds held in trust by the Treasurer, United States Military Academy.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Sections 205, 4340 and 4350.

Executive Orders which establish salary tables.

Title 6, General Accounting Office (GAO) Policy and Procedures Manual for Guidance of Federal Agencies.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

A payroll system for computing pay entitlements and deductions for Federal Tax; Social Security; Servicemen's Group Life Insurance, Combined Federal Campaign; Barber, Laundry & Dry Cleaning charges; Advanced Pay and funds deposited with Treasurer, United States Military Academy for holding in trust to pay for required uniforms, books, and equipment.

Internal Revenue Service (IRS): tax and social security reports.

States and Cities: to provide taxable earnings information of cadets to those states and cities who have entered into an agreement with Department of the Army and Treasury Department.

Individual Cadet Statement supplied monthly to each cadet.

United States Army Military Personnel Center furnished magnetic tape for use in verifying social security account numbers with Social Security Administration.

Commandant of Cadets, United States Military Academy: furnished copy of payroll listing for reference purposes to respond to individual cadet inquiries.

Financial institutions: furnished listings of their depositors and amounts to be credited to individual depositor accounts.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic Tape
Paper records in file folders
Computer paper printouts

RETRIEVABILITY:

Files by cadet number (alphabetical within graduating class year)

Hard copy records are maintained in the Finance and Accounting Office.

SAFEGUARDS:

The Finance and Accounting Office and Treasurer's Office are within buildings and the buildings themselves are secured at night and patrolled. Records are accessible to authorized employees (payroll clerks and supervisors of the Finance and Accounting Office and accounting clerks and supervisors within the Office of the Treasurer). Requests for data, except those which are based on law or court order, are answered only with the written consent of the individual cadet.

Computer access is restricted to authorized computer activity personnel. There is no remote terminal access capability. All master data files and back-up files are stored in secure facilities.

RETENTION AND DISPOSAL:

Original payrolls are submitted monthly to the US General Accounting Office Field Office located and alternately stored at US Army Finance and Accounting Center, Indianapolis, IN 46249.

Duplicate payrolls are retained locally for 3 years and then destroyed by recycling.

Data processing input cards are retained 1 month and then salvaged.

Transaction tapes are retained 1 month then erased.

Master tape and pay check tape files are retained 3 months, then erased.

Quarterly tax report tapes - original is sent to Social Security Administration (SSA) and a back-up is retained by the computer facility. On return both the original and back-up are retained until original tape for annual report is returned, then all quarterly report tapes are erased.

Annual tax report tapes: original is sent to SSA and a back-up is retained. On return of the original, both tapes are retained for 1 year then erased.

SYSTEM MANAGER(S) AND ADDRESS:

Cadet Pay - Finance and Accounting Officer (MACO-F), Office of the Deputy Chief of Staff Comptroller, United States Military Academy, West Point, New York 10996

Cadet Accounts: Treasurer (MATR), United States Military Academy, West Point, New York 10996

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Finance and Accounting Office (MACO-F), United States Military Academy, West Point, New York 10996. Telephone Area Code 914, 938-2607 or 938-2104.

RECORD ACCESS PROCEDURES:

Request for information in current files which are retained for 3 years should be addressed to Finance and Accounting Office (MACO-F), United States Military Academy, West Point, New York 10996. Telephone Area Code 914, 938-2607 or 938-2104.

Written requests for information should contain the cadet's graduating class year, full name, Social Security Number, current address, telephone number and be signed by the requester. If request is from other than the cadet/former cadet, a notarized authorization from the cadet involved must be furnished.

For personal visits, the individual should be able to provide some acceptable identification; that is, driver's license, employing office's identification card, and give some verbal information which could be verified with his payroll.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the Finance and Accounting Office (MACO-F), United States Military Academy, West Point, New York 10996. Telephone Area Code 914, 938-2607 or 938-2104

RECORD SOURCE CATEGORIES:

Director of Admissions and Registrar, United States Military Academy furnishes basic identification data on all new cadets annually which is obtained from individual application for admission to the Academy and related forms.

Other data are obtained from individually prepared forms and authorization documents prepared after admission.

Salary tables and tax rates are obtained from executive orders and IRS.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0306.01aDACA

SYSTEM NAME:

306.01 Civilian Employee Pay System

SYSTEM LOCATION:

Army Finance and Accounting Offices (FAO) worldwide and United States Property and Fiscal Offices in the United States, Puerto Rico, the Virgin Islands, and the District of Columbia, having civilian payroll responsibilities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilians and contract teachers employed by Department of the Army (DA), Office, Secretary of Defense, and specified elements of the Navy and Air Force.

CATEGORIES OF RECORDS IN THE SYSTEM:

Employees' pay, leave, and retirement records; individual withholding/deduction authorization for dependents, allotments, health benefits, savings bonds, etc.; tax exemption certificates; personal exception and indebtedness papers; subsistence and quarters records, statements of charges, claims, repatriated payment files; roster of authorized timekeepers and signature cards; payroll and retirement control and working paper files; unemployment compensation data requests; reports of retirement fund deductions to Office of Personnel Management (OPM); management narrative and statistical reports relating to pay, leave, and retirement.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 6, General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

FAO/United States Property and Fiscal Offices: To provide basis for computing civilian pay entitlements; to record history of pay transactions; to record leave accrued and taken, bonds due and issued, taxes paid; to answer inquiries and process claims.

Treasury Department: To record checks and bonds issued.

Social Security Administration (SSA): To report earned wages by employee under the Federal Insurance Contributions Act.

Internal Revenue Service: To record taxable earnings and taxes withheld.

OPM: To record monies paid into Federal Retirement Fund and to provide information pertaining to health benefits.

States and cities: To provide taxable earnings of civilian employees to those states and cities which have entered into an agreement with DA and Treasury Department.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and in bulk storage, card files, computer magnetic tapes, disks and printouts, and microfilm.

RETRIEVABILITY:

In automated media; By social security number (SSN) within payroll block. In manual form: By last name within payroll block.

SAFEGUARDS:

Records are restricted to personnel who are properly cleared and trained, and have an official need therefor. In addition, integrity of automated data is ensured by internal audit procedures, data base access accounting reports, and controls to preclude unauthorized disclosure.

RETENTION AND DISPOSAL:

Individual pay record files: Permanent. Forward to National Personnel Records Center (NPRC) after 3 years.

Individual retirement records file: Permanent. Retain at installation while member is actively employed. Forward to new installation when member is transferred to another DA activity. Forward to OPM when employee transfers to another installation under the Department of Defense (DOD) NOT serviced by Army or separates from Federal Service. Forward microfilm of

manually maintained individual retirement records to NPRC after 3 years.

Personnel exception and indebtedness files: Permanent. Filed in official personnel folder (OPF). Upon separation or transfer, if OPF is not on file locally, files are forwarded to NPRC, General Services Administration, St. Louis, MO 63118.

Repatriated personnel payment files: Permanent. Forward to NPRC after 3 years.

Subsistence and quarters rate deviation files: Permanent. Retire on discontinuance of the installation.

Other records: Retention periods vary according to category of record. The minimum retention period is 2 years and the maximum period 12 years, after which records are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Comptroller of the Army, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310; National Guard Bureau, Army Comptroller Division, Management Services and Systems Branch, 5600 Columbia Pike, Falls Church, VA 22041; and Finance and Accounting Officer, United States Army Finance and Accounting Offices, worldwide.

NOTIFICATION PROCEDURE:

Information may be obtained from: Comptroller of the Army, Headquarters, Department of the Army (DACA-FAF-C), Washington, DC 20310.

Finance and Accounting Officers at United States Army Finance and Accounting Offices, worldwide.

Information pertaining to National Guard technicians may be obtained from: National Guard Bureau, Army Comptroller Division (NGB-ARC-M), Room 9-112, Columbia Bldg., 5600 Columbia Pike, Falls Church, VA 22041. Telephone: Area Code 202/756-2457.

United States Property and Fiscal Officers (NGB) of the United States, Puerto Rico, Virgin Islands, and the District of Columbia.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Comptroller of the Army (DACA-FAF-C). Records are located at the United States Army Finance and Accounting Center, Indianapolis, IN 46249; appropriate Finance and Accounting Offices, worldwide; National Guard Bureau, Army Comptroller Division (NGB-ARC-M), Room 9-112, Columbia Bldg., 5600 Columbia Pike, Falls Church, VA 22041; or United States Property and Fiscal Officers (NGB) of the United States, Puerto Rico, the Virgin Islands, or the District of Columbia.

Written requests for information should contain the full name, SSN, and current address.

Information may be obtained by telephone: Army: 202/697-5105; National Guard Bureau: 202/756-2457.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting content and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

DOD Staff agencies and field installations, former employers, SSA, financial organizations, Treasury Department, and automated systems interfaced.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0306.02aDACA

SYSTEM NAME:

306.02 Nonappropriated Fund Employee Pay System

SYSTEM LOCATION:

Decentralized Segments at 299 installations/activities world-wide, having approximately 1632 Nonappropriated Fund (NAF) entities, maintained by Central Accounting Offices (CAO) or by independent installation systems.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees of the Department of the Army who are paid from Nonappropriated funds (NAF) and who are under the exclusive control of the Secretary of the Army or his designees, but not paid from appropriated funds or not otherwise excluded.

Authorized, voluntary off-duty enlisted or officer personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual records of appointment or assignment. Officially authenticated time and attendance records, supported by substantiating documents. Individual leave records files, payroll control files, individual withholding authorization files, withholding tax exemption certificate files, withholding tax files, savings bond schedule files, other deduction type files, payroll journal and check register, earnings statement, earnings records, tips received, pay check stubs or envelopes, subsistence and quarters files, unemployment compensation data request files, health, hospitalization and life insurance files.

Income tax withheld, employer and employee Federal Insurance Contributions Act (FICA) files, Federal Unemployment Insurance Tax files, Employer Quarterly Federal Tax Return, state tax files, city tax files, Fair Labor Standards Act files and total employer liability for accrued leave at separation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 2105; Title 5 U.S.C., Section 5531, 5533, Public Law 92-392, Fair Labor Standard Act.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

These records are used by Central Accounting Offices (CAO) and Payroll Office to calculate the net pay due each employee, to provide a history of pay transactions, entitlements and deductions, to maintain a record of leave accrued and taken, to keep a schedule of bonds due and issued, to keep a record of taxes paid, to provide answers to inquiries or claims pertaining to payroll data, to provide necessary data to the Treasury Department, the Social Security Administration, Internal Revenue Service, to provide information to states and cities which have an agreement with the Department of the Army to receive taxable earnings information. To provide reports required by law such as Income Tax withheld, Employer and Employee Social Security taxes, Federal Unemployment Insurance taxes, Employer Quarterly Federal Tax Returns (Forms 941), Federal Unemployment Insurance Tax. To provide information pertaining to health benefits and Fair Labor Standards (FLSA) data.

To provide salary and wage statistics to include: number of employees, average hours worked, average hourly earnings, straight time hourly earnings, average earnings per pay period, straight time earning per pay period, and average annual earnings.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and in bulk storage, card files, magnetic tapes and disks, computer hardcopy printouts.

RETRIEVABILITY:

Filed by last name and social security number within each Nonappropriated fund activity (NAF) payroll (Alpha-Numeric).

SAFEGUARDS:

Files are located in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Individual pay record files are permanent. Forward to National Personnel Records Center after 3 years. Retain at installation while member is actively employed. Forward to new installation when member is transferred NAF position. Upon separation or termination of employment files are placed in an inactive status and retained 18 months after close of pay year.

Leave records are retained 10 years and then destroyed.

Individual insurance and retirement records are destroyed 6 years after termination of involvement with nonappropriated fund activity.

Other management and accounting information reports are retained from 1 to 3 years before destruction.

SYSTEM MANAGER(S) AND ADDRESS:

Custodians of nonappropriated fund activities at various installations worldwide. Official mailing addresses are listed in the Department of Defense Directory in the Appendix.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander United States Army
Finance and Accounting Center
Attention: FINCD
Indianapolis, Indiana 46249.

Individual may obtain information from the appropriate SYSMANAGER.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to SYSMANAGER at activities located at commands and installations world-wide.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting the contents and appealing initial determinations are contained in AR 340-21.

Initial determination from SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is received from DOD staff agencies and field installations, former employers, Social Security Administration, US Treasuty Department, Nonappropriated Fund benefit plans and servicing Civilian Personnel Offices.

Time and attendance data are received from the employing office records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0309.05aDAAG

SYSTEM NAME:

Resource Management and Cost Accounting Files

SYSTEM LOCATION:

Headquarters, Department of the Army, Staff and field operating agencies, major commands, installations and activities. Official mailing addresses are contained in the appendix to the Army's inventory of System Notices published at 44 FR 74011, December 17, 1979.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian personnel assigned/attached to the organization.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records by individual of manhours applied to the accomplishment of assigned tasks or projects. Specific data elements include name, Social Security Number/employee identification number, organizational element, military rank/civilian grade, job title, clearance status, rating data, regular/overtime wage rates, regular/overtime hours worked, hours of leave taken, record of official travel, project code, accounting code and cost data, workload units accomplished, file references and related information, and records control data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., 301; 10 U.S.C., 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by management to project manpower and monetary requirements; to allocate available resources to specific projects; to schedule workload and assess progress; to project a calendar of future organizational milestones; to evaluate individual performance and equipment efficiency; to set standards and methods; to provide a record of personnel and equipment utilization; to control personnel, equipment, and document inventnry; to interpolate training needed by unit or individual; to monitor use of overtime; to control and monitor obligation and expenditure of Government funds; to provide audit trail; to generate statistical reports of workload and production levels and other trends within the organization; and to provide other accounting and monitoring reports.

STORAGE:

Punch cards, magnetic tapes, cards, or disks; microform/microfiche, computer printouts and paper records.

RETRIEVABILITY:

By individual's name, SSN or employee identification number; information may also be accessed by a nonpersonal data element such as project code, cost accounting code, or organizational element.

SAFEGUARDS:

Automated systems employ computer hardware/software safeguard features. All records are maintained in controlled areas, within buildings/rooms which are secured during nonduty hours. Personal information is accessed only by individuals who have need therefore in their official duties.

RETENTION AND DISPOSAL:

Magnetic media are erased after 1 year. Manual records are destroyed after 1 year by pulping, tearing, or shredding.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army (DAAG-AMR-R), 2461 Eisenhower Ave, Alexandria, VA 22331.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether this system contains information on them should contact the agency head/installation commander of the Department of the Army organization to which they are (or were) assigned/employed and should furnish full name, SSN, Army Activity believed to have the record, and time frame, any other information which will assist in locating the information.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information from this System of Records should provide information in notification procedure above.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents or records and appealing initial determinations are contained in AR 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Employee time cards; organization manpower rosters; individual personnel and training records; production records; travel orders; unit inventory records and other relevant Dept. of Army documends and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0314.08DACA

SYSTEM NAME:

Check Cashing Privilege Files

SYSTEM LOCATION:

Files are located at all installations/activities with facilities to cash checks.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons whose checks, written at these facilities, have been dishonored and/or whose check cashing privileges have been suspended or revoked.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents related to advancing, revoking, or suspending, restoring and general supervision of check cashing privileges. Included are letters to individuals about bad checks, warnings that a recurrence in issuing a bad check may result in withdrawing check cashing privileges, notices from banks that the bank was in error, notices to activities that check cashing privileges have been suspended or restored for certain individuals, returned checks, lists of persons whose privileges have been suspended or withdrawn, and related papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To determine which individuals will be denied check cashing privileges at installation check cashing facilities.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual card file, paper records in file folders, and computer tape.

RETRIEVABILITY:

Alphabetically by individual's name or social security number.

SAFEGUARDS:

Files are located in areas accessible only to authorized persons having an official need-to-know.

RETENTION AND DISPOSAL:

Files are destroyed 3 years after individual has made restitution for dishonored check.

SYSTEM MANAGER(S) AND ADDRESS:

Comptroller of the Army, US Army Finance and Accounting Center, Ft Benjamin Harrison, IN 46246.

NOTIFICATION PROCEDURE:

Information may be obtained from the installation, commander where check was cashed.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the installation commander. Written requests should contain individual's full name and social security number.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Dishonored check.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0314.09aDACA

SYSTEM NAME:

314.09 Nonappropriated Fund Accounts Receivable System (NAFARS)

SYSTEM LOCATION:

Nonappropriated Fund activities decentralized at various Army installations and activities world-wide. Official mailing addresses are listed in the Department of Defense Directory in the appendix to the Department of Army System Notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All current members of Officer club facilities and past members who have other than zero balance in their accounts.

Noncommissioned Officer Club facilities whose members accounts show balances other than zero.

All personnel using Post billeting facilities on a fee-paid-basis (Bachelor Officer Quarters, Visitor Officer Quarters and Guesthouse facilities) and personnel no longer using such facilities whose accounts have other than zero balances.

Any individual, military or civilian, having a statement of account for the billing period.

All military and other personnel occupying government housing at any military installation world-wide.

Individual class B telephone subscribers.

Members, customers or civilians having 30-day credit terms for 'charge' sales and/or dues obligations to NAF activities.

All personnel whose accounts have been charged with dollar accounts of checks that have been dishonored by banking institutions and returned to NAF activities.

Individuals who have cash loans charged to their accounts.

CATEGORIES OF RECORDS IN THE SYSTEM:

Dues/Charge Sales

Files contain records of individual names, social security number, rank, amount of charges, and billings of items or services furnished.

Billeting, Quarters and Utilities

Records include individual files showing establishment of quarters and utility accounts containing all charges, collections and balances on a current basis.

Files of subscriber's requests for installation or removal of telephones.

Cross references between name and telephone numbers.

Individual records describing services provided.

Retained copies of billing showing current and cumulative charges.

Subsidiary ledgers containing detail of services billed and paid by individual receiving services or items.

Customer account listings.

Alpha and numeric lists of delinquent accounts.

Invoice listings.

Toll listings, unmatched toll lists, error lists and billing lists.

Work order forms.

Master list of account showing name, social security number, phone number, unit and home address.

Cash summary lists, cumulative unpaid transaction (unpaid totals by telephone, taxes, rent and utilities).

Master transaction files showing total by type of charge.

Monthly lists compiled by building and/or room number, name and rank of occupant.

Monthly receipt vouchers, date of payment with payment method (cash/check).

File of billings associated with returned dishonored checks.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012; Title 5 U.S.C., Section 5101, Section 401 PL 216, Section 113 PL 784; Title 10 U.S.C., Section 2481, Title 31 U.S.C., Section 66.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Central Accounting Officers, custodians and independent accounting service facilities maintain current rosters as subsidiary records for accounts receivable and cash accountability control.

Provide monthly statements to be mailed to customers.

Provide ledger balances for activity financial statements.

To answer inquiries of members on account status and specific transactions, researching errors and nonagreement in general ledger and subsidiary ledger account balances.

Prepare aged listing of accounts receivable, 30, 60 and 90 days.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer hardcopy printouts filed in binders, copies of statements filed in folders identified by customer name and social security number.

Account master files on tape (disks) showing current and cumulative balance data.

RETRIEVABILITY:

Magnetic tapes and/or disks by account in numerical and alphabetical order.

SAFEGUARDS:

Records are maintained in lock-type cabinets within storage areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Hardcopy records destroyed after 3 years provided audit has been performed and no exceptions or irregularities have been disclosed.

Magnetic tapes and disk files same as other hardcopy.

Punched cards destroyed upon conversion to tape or disk files.

SYSTEM MANAGER(S) AND ADDRESS:

Custodian of nonappropriated fund activities at various installations worldwide.

Official mailing addresses are listed in the appendix to the Department of Army System Notices.

NOTIFICATION PROCEDURE:

Obtain all information from appropriate SYSMANAGER.

RECORD ACCESS PROCEDURES:

Written requests for information must consist of full name, social security number and account number.

CONTESTING RECORD PROCEDURES:

The rules for access to records and for contesting and appeals (AR 340-21) may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Daily transaction registers/journals received from billeting officer, signal officer, and/or club officers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0314.24DAAG

SYSTEM NAME:

Nonappropriated Fund Employee Insurance and Retirement Files

SYSTEM LOCATION:

HQDA, The Adjutant General's Office, Club and Community Activities Management Directorate, 2461 Eisenhower Avenue, Alexandria, VA 22331.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Army nonappropriated fund (NAF) employees who participate in the NAF Group Insurance and Retirement Plan.

CATEGORIES OF RECORDS IN THE SYSTEM:

Monthly and cumulative insurance and retirement deductions for each NAF employee, together with employee's name and SSN.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pub. L. 95-595; 26 U.S.C., Section 401a.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

By the Department of the Army to substantiate initial enrollment and subsequent changes in the NAF Group Insurance and Retirement Plan; to verify monthly deductions and to compute annuities, refunds and death benefits.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tapes/disks, microfiche, paper records.

RETRIEVABILITY:

By individual's surname within each NAF activity.

SAFEGUARDS:

Records are located in controlled areas within building having security guards; information is accessed only by individuals who are properly cleared and trained and have need therefor in the performance of official duties.

RETENTION AND DISPOSAL:

Records are permanent. They are retained in active file until individual terminates employment, retires or is deceased; held 1 additional year in inactive file and subsequently retired to Washington National Records Center, Suitland, MD.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, Club and Community Activities Management Directorate, 2461 Eisenhower Avenue, Alexandria, VA 22331.

NOTIFICATION PROCEDURE:

Information may be obtained from HQDA (DAAG-NFI-B), Room 1248, Hoffman Building 1, 2461 Eisenhower Avenue, Alexandria, VA., (703) 325-9730.

RECORD ACCESS PROCEDURES:

Individuals should address their request as specified in 'Notification procedure' and furnish their full name, Social Security Account Number, NAF activity in which employed, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; NAF Personnel Offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0314.30aDAAG

SYSTEM NAME:

314.30 Nonappropriated Fund Instrumentality Membership Files

SYSTEM LOCATION:

Army installations having Membership Association in Nonappropriated Fund Instrumentalities (Clubs) of a social or recreational nature which exist for morale support.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active and retired military personnel and Department of Defense civilians who are registered members of NAFI clubs such as rod and gun, flying, riding, hunting, and fishing, and similar clubs at Army installations. Records contain member's name, grade or military rank, and mailing address; monetary balance either owed to or by the

nonappropriated fund, and related information.

CATEGORIES OF RECORDS IN THE SYSTEM:

Club membership list and address labels; name, grade/rank of member and mailing address; and Accounts Payable or Receivable ledger cards, and related papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To maintain list of current members and restrict use of club facilities to eligible personnel; to furnish members information regarding club activities; and to record monies owed to and by the NAFI to members. Accounts payable and receivable information listed and summarized at the end of accounting periods and provided to the Fund Custodian for collection or payment, as appropriate.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; magnetic discs; and cards filed in metal card files.

RETRIEVABILITY:

Numeric file by membership card number; alphabetically by name; and/or by Fund and Accounts Payable/Receivable.

SAFEGUARDS:

All files are housed in buildings secured by lock and entered only by authorized personnel. Magnetic discs are maintained in locked filing cabinets accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Disposition of records not authorized at this time.

SYSTEM MANAGER(S) AND ADDRESS:

Commander of Army installation at which NAFI (clubs) are established.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Written requests should be addressed to the Army installation listed in the Appendix and should contain individual's name and name of appropriate NAFI Club. For personnel visits, the individual must provide acceptable justification such as a valid license

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determination are contained in AR 340-21.

RECORD SOURCE CATEGORIES:

Registrants' applications; records of the Membership Association NAFI Club.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0319.04DACA

SYSTEM NAME:

319.04 Validation Files

SYSTEM LOCATION:

United States Army Finance and Accounting Center (USAFAC), Indianapolis, IN 46249

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any Army military member or Department of the Army civilian (DAC) or former military member or DAC suspected of fraud or improper payment.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains reports of investigation, copies of vouchers, copies of orders, copies of notices of exception, copies of military pay orders, copies of certificates of dependency, sworn statements, and correspondence between the Comptroller of the Army, US General Accounting Office, Department of the Army staff agencies, US Army Criminal Investigation Command, and other governmental agencies.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 44 U.S.C., Section 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Field Services Office: To obtain data for determining propriety and validity of Army financial transactions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel of Field Services Office

RETENTION AND DISPOSAL:

Records are destroyed after 3 years.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, USAFAC, Indianapolis, IN 46249

NOTIFICATION PROCEDURE:

Information may be obtained from:
Chief, Field Services Office
USAFAC
Indianapolis, IN 46249
Telephone: Area Code 317/542-3127

RECORD ACCESS PROCEDURES:

Requests should be addressed to: Chief, Field Services Office, US Army Finance and Accounting Center, Indianapolis, IN 46249

Written requests for information should contain the full name of the individual, social security number and current address. Visits are limited to Field Service Office (FINCY), US Army Finance and Accounting Center, Indianapolis, IN 46249

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from Chief, Field Service Office (FINCY), US Army Finance and Accounting Center, Indianapolis, IN 46249.

RECORD SOURCE CATEGORIES:

Federal Bureau of Investigation, Criminal Investigation Detachments, finance officers, Provost Marshal and individuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0319.06DACA

SYSTEM NAME:

319.06 Household Goods Shipment Excess Cost Collection File

SYSTEM LOCATION:

United States Army Finance and Accounting Center (USAFAC), Indianapolis, IN 46249.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army and Air Force members who have shipped excess household goods.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records contain Government bills of lading, supporting documents and copy of excess cost billing.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Establish liability and issue notices of amounts due United States for excess household goods shipments.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper in file folders.

RETRIEVABILITY:

Folders are filed alphabetically by last name of service number.

SAFEGUARDS:

Buildings employs security guards. An employee badge and visitor registration system is utilized. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are destroyed after 6 years.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, USAFAC, Indianapolis, IN 46249

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander,
United States Army Finance and Accounting Center
Attention: FINCH
Indianapolis, IN 46249

Individual must provide full name, social security number, and military status.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, United States Finance and Accounting Center, Attention: FINCH, Indianapolis, IN 46249

Written requests for information should contain the full name, social security number, military status and current address.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information obtained from paid Government Bills of Lading.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0319.07DACA

SYSTEM NAME:

319.07 Federal Housing Administration (FHA) Mortgage Payment Insurance Files

SYSTEM LOCATION:

United States Army Finance and Accounting Center (USAFAC), Indianapolis, IN 46249

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any Army military member with over 2 years of active duty service who applies for an FHA loan.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's application, certificate of eligibility, record of payments, notices of termination of eligibility, and correspondence with FHA and other Government offices.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 44 U.S.C., Section 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Field Services Office-To determine the amount of insurance payments, and to control authorized payments.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of Army member.

SAFEGUARDS:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel of Field Services Office.

RETENTION AND DISPOSAL:

Records are destroyed 10 years after final separation of the individual from the Army.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, USAFAC, Indianapolis, IN 46249

NOTIFICATION PROCEDURE:

Information may be obtained from:
Chief, Field Services Office
USAFAC
Indianapolis, IN 46249
Telephone: Area Code 317/542-3127

RECORD ACCESS PROCEDURES:

Requests should be addressed to Chief, Field Services Office, US Army Finance and Accounting Center, Indianapolis, IN 46249

Written requests for information should contain the full name of the individual, social security number, FHA Number and current address. Visits are limited to Field Services Office (FINCY), US Army Finance and Accounting Center, Indianapolis, IN 46249

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from Chief, Field Services Office (FINCY), U.S. Army Finance and Accounting Center, Indianapolis, IN 46249

RECORD SOURCE CATEGORIES:

Applicant, FHA, member's commanding officer and other Government offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0319.10DACA

SYSTEM NAME:

319.10 Conversion Files

SYSTEM LOCATION:

United States Army Finance and Accounting Center (USAFAC), Indianapolis, IN 46249

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All active and former members of the Armed Services and civilians who file military payment certificate (MPC) claims.

All active and former members of the Armed Services and civilians of the Department of the Army who file foreign currency claims.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's application for exchange of military payment certificates; letter request for the exchange of MPC and foreign currency; military pay vouchers; substantiating documents such as receipts; and correspondence between Field Services

Office and claimant, records custodians, and other Army and Government agencies.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 44 U.S.C., Section 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Field Services Office-To evaluate claim, and if approved, issue Treasury check to claimant.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of claimant.

SAFEGUARDS:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel of Field Services Office.

RETENTION AND DISPOSAL:

Records are destroyed 10 years after final action on claim.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, USAFAC, Indianapolis, IN 46249

NOTIFICATION PROCEDURE:

Information may be obtained from:
Chief, Field Services Office
USAFAC
Indianapolis, IN 46249
Telephone: Area Code 317/542-3127

RECORD ACCESS PROCEDURES:

Requests should be addressed: Chief, Field Services Office, US Army Finance and Accounting Center, Indianapolis, IN 46249

Written requests for information should contain the full name of the individual, social security number, and current address. Visits are limited to Field Services Office (FINCY), US Army Finance and Accounting Center, Indianapolis, IN 46249.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from Chief, Field Services Office (FINCY), US Army Finance and Accounting Center, Indianapolis, IN 46249.

RECORD SOURCE CATEGORIES:

Records custodians, Government agencies, and departmental offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0319.11DACA

SYSTEM NAME:

319.11 Disbursing Office Establishment and Appointment Files

SYSTEM LOCATION:

Primary System: United States Army Finance and Accounting Center (USAFAC), Indianapolis, IN 46249

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any Army military member or Department of the Army civilian (DAC) who is appointed a deputy or bond issuing agent.

Any Army military member or DAC, other than a Finance Corps officer, who is appointed an accountable officer or special disbursing agent.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains Department of the Army (DA) Form 1866 (Designation and Appointment of Deputy to Disbursing Officer), USAFAC Form 35-12FL (Certification as Issuing Agent of U.S. Saving Bonds), USAFAC Form 35-13FL (Letter to Federal Reserve Bank on Bond issuing agent) and letter requests for the approval and appointment of other than Finance Corps officers as accountable officers and special disbursing agents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 44 U.S.C., Section 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Field Services Office: To obtain data in the appointment or termination of deputies and bond issuing agents and the appointment or termination of other than Finance Corps officers as accountable officers and Special disbursing agents.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel of Field Services Office.

RETENTION AND DISPOSAL:

Records are destroyed 10 years after revocation of appointment.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, USAFAC, Indianapolis, IN 46249

NOTIFICATION PROCEDURE:

Information may be obtained from:
Chief, Field Services Office
USAFAC
Indianapolis, IN 46249
Telephone: Area Code 317/542-3127

RECORD ACCESS PROCEDURES:

Requests should be addressed to: Chief, Field Services Office, U.S. Army Finance and Accounting Center, Indianapolis, IN 46249

Written requests for information should contain the full name of the individual, social security number, and current address. Visits are limited to Field Services Office (FINCY), US Army Finance and Accounting Center, Indianapolis, IN 46249.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from Chief, Field Services Office (FINCY), US Army Finance and Accounting Center, Indianapolis, IN 46249

RECORD SOURCE CATEGORIES:

Department of Defense Finance and Accounting Officers

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0319.13DACA

SYSTEM NAME:

319.13 Bankruptcy Processing Files

SYSTEM LOCATION:

United States Army Finance and Accounting Center (USAFAC), Indianapolis, IN 46249

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any Army military member or Department of the Army civilian (DAC) or former military member DAC for whom bankruptcy notice has been received.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's Court notices; financial statements; certificates for deductions; agreements; military pay vouchers; and correspondence between the Judge Advocate General, United States Attorney, US District Courts, and other Government agencies.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 44 U.S.C., Section 3401.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Field Services Office: To obtain data for submitting claims of the US Army to the Department of Justice for filing with the bankruptcy court and controlling financial transactions on pay accounts.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel of Field Services Office.

RETENTION AND DISPOSAL:

Records are destroyed 5 years after conclusion of related bankruptcy proceedings.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, USAFAC, Indianapolis, IN 46249

NOTIFICATION PROCEDURE:

Information may be obtained from:
Chief, Field Services Office
USAFAC
Indianapolis, IN 46249
Telephone: Area Code 317/542-3127

RECORD ACCESS PROCEDURES:

Requests should be addressed to: Chief, Field Services Office, US Army Finance and Accounting Center, Indianapolis, IN 46249

Written requests for information should contain the full name of individual, social security number and current address. Visits are limited to Field Services Office (FINCY), US Army Finance and Accounting Center, Indianapolis, IN 46249.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from Chief, Field Services Office —FINCY), US Army Finance and Accounting Center, Indianapolis, IN 46249

RECORD SOURCE CATEGORIES:

Courts, records custodians, Government agencies, and departmental offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0319.14DACA

SYSTEM NAME:

319.14 Pecuniary Charge Appeal Files

SYSTEM LOCATION:

United States Army Finance and Accounting Center (USAFAC), Indianapolis, IN 46246

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any Army military member or civilian employee held pecuniarily liable for charges for which an appeal is filed.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains reports of investigations, copies of vouchers, certificates, statements and correspondence between Department of the Army staff agencies and other Governmental agencies.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 44 U.S.C., Section 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Field Services Office-To obtain data for determining the propriety of the pecuniary liability ruling.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel of Field Services Office.

RETENTION AND DISPOSAL:

Records are destroyed 10 years after close of the case.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, USAFAC, Indianapolis, IN 46249

NOTIFICATION PROCEDURE:

Information may be obtained from:
Chief, Field Services Office
USAFAC
Indianapolis, IN 46249
Telephone: Area Code 317/542-3217

RECORD ACCESS PROCEDURES:

Requests should be addressed to: Chief, Field Services Office, US Army Finance and Accounting Center, Indianapolis, IN 46249.

Written requests for information should contain the full name of the individual, social security number, and current address. Visits are limited to Field Services Office (FINCY), US Army Finance and Accounting Center, Indianapolis, IN 46249.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from Chief, Field Services Office (FINCY), US Army Finance and Accounting Center, Indianapolis, IN 46249.

RECORD SOURCE CATEGORIES:

Information obtained from Major Army Commands.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0320.01aDAEN

SYSTEM NAME:

320.01 Corps of Engineers Management Information System Files

SYSTEM LOCATION:

US Army Engineer Waterways Experiment Station, P.O. Box 631, Vicksburg, MS; US Army Engineer Division, Missouri River, P.O. Box 103 Downtown Station, Omaha, NE; US Army Engineer District, Norfolk, 803

Front Street, Norfolk, VA; US Army Engineer Division, North Central, 536 S. Clark Street, Chicago, IL; US Army Engineer Division, North Pacific, 220 N.W. 8th Avenue, Portland, OR; US Army Engineer Division, Ohio River 550 Main Street, Cincinnati, OH; US Army Engineer Division, South Atlantic, 30 Pryor Street, S.W., Atlanta, GA; US Army Engineer Division, South Pacific, 630 Sansome Street, San Francisco, CA; US Army Engineer Division, Southwestern, 1200 Main Street, Dallas, TX; US Army Engineer Data Processing Center, P.O. Box 2828, Washington, DC; US Army Engineer Division, Europe, Army Post Office (APO) New York; US Army Engineer Division, Middle East, APO New York.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

US Army Corps of Engineers civilian and military employees at locations covered by the system regardless of whether they are employed in the continental United States or overseas; whether employed on a part time, full time or intermittent basis; and regardless of pay plan.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain employee's travel advance records identified by social security number (SSN). For computation of employee's labor cost, the Finance and Accounting (F&A) Subsystem retrieves 8 of the 62 personal data elements per employee from the Personnel Subsystem files of the Corps of Engineers as follows: name, SSN, pay rates, employing office, organizational breakdown, Fair Labor Standards Act coverage, cost codes and funds (functional designator).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The employee data elements are retrieved from the Personnel Subsystem of the Corps by employee SSN. These data elements are used to compute and extend the employee labor costs which are charged to the job worked on by the employee identified by cost code and reflected as obligations and expenditures. The computer printouts produced by the common system F&A programs will list the employee labor costs by SSN or name and are used for control and checking costs recorded in accounting records. The accounting records of the F&A Subsystem will identify the employee labor by cost code and/or organization code. Travel advances are recorded and liquidated in the system using the employee SSN. The Corps of Engineers F&A field offices are provided computer printouts which are used to manage and control financial expenditures that will be recorded and updated in the applicable appropriation.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tape and computer paper printouts.

RETRIEVABILITY:

By SSN.

SAFEGUARDS:

Computers are housed behind locked doors.

Rooms are accessible only to authorized persons possessing a special badge or password.

Unauthorized access to the employee file is precluded through a system of passwords.

The official printouts are used by supervisors, managers, and members of the comptroller's office in carrying out F&A responsibilities.

RETENTION AND DISPOSAL:

Corps of Engineers Management Information System Finance and Accounting (COEMIS F&A) files for site audits consist of cost forms as input documents and voucher output listing of employee labor and travel costs. These files are destroyed after 6 years and 3 months. Punch cards that process these data into the computer are destroyed upon completion of General Accounting Office audit.

COEMIS F&A internal or external output files containing this data are destroyed after 30 years.

COEMIS F&A utility files consisting of output reports for maintaining and controlling the F&A Subsystem transactions are destroyed after 5 years.

COEMIS F&A magnetic tape data base files that contain the net result of all transactions processed by the update programs are retained for 30 years.

F&A audit trail tape files contain each valid transaction processed by the update program. These files are retained for 6 years and 3 months.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Office of the Engineer Comptroller, Office of the Chief of Engineers, Washington, DC 20314.

NOTIFICATION PROCEDURE:

Information may be obtained from the servicing comptroller office.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the servicing comptroller office. Written requests should contain, as a minimum, the individual employee's name and SSN.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

The Official Personnel Folder (201 File) maintained by the employing Civilian Personnel Office.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0401.02bDAAG

SYSTEM NAME:

401.02 Mailing List for Army Newspapers/Periodicals

SYSTEM LOCATION:

HQDA Staff and Field Operating Agencies, Major Commands, field installations and activities, Army Service Schools/Colleges, Army National Guard Bureau Headquarters and field activities. Official addresses are in the Department of Defense Directory appearing in the Annual Compilation of System Notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

File contains name and current mailing address of recipients of Army and/or National Guard magazines, newspapers, professional and trade publications, journals, digests, and newsletters. Recipients may be current or former Army and/or National Guard personnel, staff and faculty or graduate/resident/correspondence student of Service Schools, military reservists, ROTC cadets, civilian academicians, professional or other personnel who have requested inclusion on mailing lists.

CATEGORIES OF RECORDS IN THE SYSTEM:

Mailing lists containing names and addresses of recipients of various periodicals published by the Army and/or the National Guard which have public relations value. Types of periodicals include but are not limited to the following:

a. Journals published by military schools and colleges, medical facilities, and training institutions.
b. Army newspapers or digests containing official or quasi-official but non-directive data of either a

technical or administrative nature. Other personal data may be included such as Alumni Association Member number, professional society or trade organization of which a member and related information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012; Title 32 U.S.C., Section 110.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

a. To produce mailing lists for distribution of Army periodicals, newspapers and various journals, digests and newsletters.

b. To perform statistical analyses and surveys of reader interest and opinion.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records, magnetic and computer tape, disk, cards, printouts, and addressograph plates.

RETRIEVABILITY:

By name of individual.

SAFEGUARDS:

Records are maintained by authorized personnel who have a need-to-know.

RETENTION AND DISPOSAL:

Retained until no longer needed, normally until individual requests deletion from mailing list, after which record is destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Heads of DA Staff and Field Operating Agencies, Major Commands, commanders of installations/activities, Army Service Schools/Colleges and National Guard activities that publish periodicals, command newspapers, or other special-interest recurring publications.

NOTIFICATION PROCEDURE:

Information may be obtained from either the Editor of the publication or the Public Affairs Officer of the Army and/or National Guard element publishing the periodical.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the Editor or the Public Affairs Officer as in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Individual's application for the periodical; records of the Army and/or National Guard organization publishing same.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0401.07aOSA

SYSTEM NAME:

401.07 Media Contact Files

SYSTEM LOCATION:

Primary system: Public Information Division, Office of the Chief of Public Affairs, Headquarters, Department of the Army (SAPA-PI), Washington, DC 20310.

Decentralized Segments-New York Branch, Office of the Chief of Public Affairs, United States (US) Army, 663 Fifth Avenue, New York, NY 10022; Los Angeles Branch, Office of the Chief of Public Affairs, US Army, 11000 Wilshire Boulevard-Suite 10104, Los Angeles, CA 90024. Public Affairs Office of major Army commands and their subordinate units; and Office Chief of Engineers Public Affairs Office and all Corps of Engineers field operating public affairs offices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Journalists, authors, editors, columnists, researchers, representatives of the news media, congressmen and other public figures who demonstrate a consistent interest in Army-related subjects.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain name, business address, telephone number and news media affiliation. May also contain clippings, book reviews, interview reports, query sheets, memoranda and/or correspondence relating to past actions, and biographical outlines.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To contact journalists and writers to provide information or leads relevant to their interests. To advise members of the Army staff who are considering requests to grant interviews of the interests, experience and affiliation of journalists. To orient new members of the public affairs office staff to the writing styles and interests of individuals and categories of individuals within this file system; and to brief public affairs officers in the Department of Defense, in other military services, and in subordinate commands about the interests, experience and categories of individuals within this file system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Card index or looseleaf paper directories; paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in security containers and are accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Records are maintained as long as those individuals mentioned are involved with Army public affairs officers. Records are destroyed when no longer needed.

SYSTEM MANAGER(S) AND ADDRESS:

Office of the Chief of Public Affairs, Headquarters, Department of the Army, The Pentagon, Washington, DC

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQDA (SAPA-PI)
Room 2E 641
The Pentagon
Washington, DC 20310
Telephone: Area Code 202/695/5136

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Headquarters, Department of the Army (SAPA-PI), Room 2E 641, The Pentagon, Washington, DC 20310.

Written requests should include a notarized statement of identity.

Personal visits may be made to any of the 3 Army Information Offices (Washington, New York, Los Angeles) where the requester is recognized and/or can provide acceptable identification.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Rosters of Pentagon correspondents prepared by the Office of the Assistant Secretary of Defense (Public Affairs); published directories of media contacts; query sheets and interview reports prepared by public affairs officers;

clippings from published sources; and memoranda and correspondence between Army personnel and individuals contained within the file system.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0401.07bOSA

SYSTEM NAME:

401.07 Medal of Honor Recipient Files (Vietnam Era)

SYSTEM LOCATION:

Primary System: Public Information Division, Office of the Chief of Public Affairs, Headquarters, Department of the Army, (SAPA-PI), Washington, DC 20310.

Decentralized Segments: New York Branch, Office of the Chief of Public Affairs, United States (US) Army, 663 Fifth Avenue, New York, NY 10022; Los Angeles Branch, Office of the Chief of Public Affairs, US Army, 11000 Wilshire Boulevard-Suite 10104, Los Angeles, CA 90024.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty, discharged, retired and deceased Army members who received the Medal of Honor during the period of the Vietnam War.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains photograph, statement of service, award citation and copy of the ceremonial program at the time of the award.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To respond to queries from the press and public relating to the individuals within the file, and from the Office of the Assistant Secretary of Defense (Public Affairs), other military services, other Army staff agencies and subordinate commands for information about Medal of Honor recipients.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Building employs security guards; files are maintained in security containers and are accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Files maintained as long as individual is likely to be a recurring subject of press interest. Eventually, files will be donated to the Congressional Medal of Honor Society, 38 Fallon Circle, Braintree, MA 02184.

SYSTEM MANAGER(S) AND ADDRESS:

Office of the Chief of Public Affairs, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQDA (SAPA-PI)
Room 2E 641
The Pentagon
Washington, DC 20310
Telephone: Area Code 202/695-5136

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Headquarters, Department of the Army (SAPA-PI), Room 2E 641, The Pentagon, Washington, DC 20310

Written requests should include a notarized statement of identity.

Personal visits may be made to any three Army Public Affairs Offices (Washington, New York and Los Angeles). Presentation of acceptable identification is required.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Statements of service, awards, citations and photographs from the US Army Military Personnel Center or the National Personnel Records Center; ceremonial programs for the presentation prepared by the US Army Office of the Director of the Army Staff, Protocol Office, Headquarters, Department of the Army.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0401.08DAJA

SYSTEM NAME:

401.08 Prosecutorial Files

SYSTEM LOCATION:

Decentralized System: Staff Judge Advocate offices at organizations listed in the Department of Defense (DOD) organizational directory.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who is pending trial by court-martial.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains witness statements; pretrial advice; documentary evidence; exhibits; evidence of previous convictions; personnel records; recommendations as to the disposition of the charges; explanation of any unusual features of the case; charge sheet; and criminal investigation reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 11476, 19 June 1969.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Preparation of cases for prosecution before Court-Martial.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

Various Federal buildings employ security guards. Records are maintained in file cabinets accessible only by authorized personnel who are properly instructed in the permissible use of the information.

RETENTION AND DISPOSAL:

Permanent. Cut off annually, or on completion of the project, event, or other applicable action.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Judge Advocate of command where case originates.

NOTIFICATION PROCEDURE:

See EXEMPTION

RECORD ACCESS PROCEDURES:

See EXEMPTION

CONTESTING RECORD PROCEDURES:

See EXEMPTION

RECORD SOURCE CATEGORIES:

See EXEMPTION

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a (j) or (k) as applicable. For additional information, contact the Systems Manager.

A0402.01aDAJA

SYSTEM NAME:

402.01 General Legal Files

SYSTEM LOCATION:

Office of the Judge Advocate General, Pentagon, Washington, DC 20310; Offices of Staff Judge Advocates, Judge Advocates, and Legal Counsels of subordinate commands, installations, and organizations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have been the subject of matters (civil or criminal) referred to the Office of the Judge Advocate General or to legal offices of subordinate commands, installations, and organizations for legal opinion, legal review, or other action. Some examples of matters frequently referred for legal opinion, legal review, or other action are: Elimination and separation proceedings; questions pertaining to entitlement to pay, allowances, or other benefits; flying evaluation boards, line of duty investigations, reports of survey, and other boards of investigating officers; unfavorable information (DASEB) cases, efficiency report (DASRB) appeals; petitions to the Army Board for the Correction of Military Records; matters pertaining to on-post solicitation, revocation of privileges, and bars to entry on military installations; matters pertaining to appointments, promotions, enlistments, and discharges; matters pertaining to prohibited activities and conflicts of interest for Army personnel and employees; Article 138, UCMJ complaints (10 USC 938); private relief legislation; military justice matters including requests for delivery of service members for trial by civilian authorities, appeals from non-judicial punishment imposed under Article 15, UCMJ (10 USC 815), appeals under Article 69, UCMJ 869), Secretarial review of officer dismissal cases, petitions for clemency, requests for pardons, and requests for grants of immunity for civilian witnesses; matters pertaining to civilian employees and employees of nonappropriated fund instrumentalities including employment, pay, allowances, benefits, separations, discipline and adverse actions, grievances, equal opportunity complaints, awards, and claims processed by other agencies; and correspondence addressed to the Office of The Judge Advocate General (or subordinate legal offices), or addressed to the President, members of Congress, Department of Defense, or Department of the Army which is referred to the Office of The Judge Advocate General or other legal office for response.

CATEGORIES OF RECORDS IN THE SYSTEM:

Inquiries with substantiating documents, personnel actions, investigations, petitions, complaints, or other matters to be reviewed or acted upon; legal memoranda and legal opinions; and correspondence and responses thereto. Legal opinion files which are not indexed by individual name or personal identifier are frequently commingled with subject files, but are not a part of this system of records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Sections 3037 and 3072.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Department of Justice for grants of immunity and requests for pardons.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Alphabetically by last name.

SAFEGUARDS:

Maintained in locked file cabinets and/or in locked offices in buildings employing security guards and/or located on military installations with military police patrols and protection.

RETENTION AND DISPOSAL:

Permanent due to legal precedence value at Army staff and headquarters of major commands. In other offices, some types of records not having legal precedence value are retained for lesser periods (as little as two years) and destoyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Judge Advocate General, Headquarters, Department of the Army (DAJA), Washington, DC 20310. For records maintained in legal offices of subordinate commands, installations, or organizations, the Staff Judge Advocate, Judge Advocate, or Chief Legal Counsel, as appropriate. Official mailing addresses are in the DOD directory in the Appendix.

NOTIFICATION PROCEDURE:

Information may be obtained by writing or visiting the office of the appropriate SYSMANAGER. Written requests for notification should contain the full name, address and telephone number of the requester, and any other personal data which would assist in identifying records pertaining to the requester such as current or former military status, date of birth, SSN or service number, and if applicable, the date, place, and type of incident which the requester believes may have been referred for legal review.

RECORD ACCESS PROCEDURES:

Access to records may be obtained in the same manner as notification, except that requests for access in person will require verification of identity by military, civil service or dependent ID card, driver's license, or other reasonable means.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in AR 340-21.

RECORD SOURCE CATEGORIES:

Legal memoranda and opinions are based on records submitted with the inquiry from various Department of the Army staff agencies, commands, installations, and organizations. When responding to correspondence, the files contain information supplied by the individual, and in some cases, facts gathered from various Department of the Army records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under Title U.S.C., Section 552a (k)(1), (2), (5), (6) or (7), as applicable. For additional information, contact the SYSMANAGER.

A0402.05aDAPE

SYSTEM NAME:

402.05 Employment and Financial Interest Statement Files

SYSTEM LOCATION:

Major Command/Department of Army Staff Agencies and installations/activities, the addresses of which are in the Appendix.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian officers and employees paid at the level of grades GS-16 to GS-18 and at a level of the executive schedule in subchapter 11 of chapter 53 of Title 5, United States Code.

All general officers.

Commanders and Deputy Commanders of major Army installations. For this purpose, major installations are those authorized a

commander in the grade of LTC or higher.

DOD personnel classified at GS-13 or above under Section 5332 of Title 5, United States Code or at a comparable pay level under another authority, or members of the military in the rank of LTC or above whose basic duties and responsibilities require the incumbent to exercise judgment in making a government decision or in taking government action in regard to administering or monitoring grants or subsidies.

DOD personnel classified at GS-13 or above under Section 5332 of Title 5, United States Code or at a comparable pay level under another authority or members of the military in the rank of LTC, or above whose basic duties and responsibilities require the incumbent to exercise judgment in making a government decision or in taking government action in regard to: (1) Contracting or Procurement. For the purpose of this section 'Contracting or Procurement' is defined as executing or approving the award of contracts. (2) Auditing. Auditing private or other non-federal enterprise including the supervision of auditors engaged in audit activities or participating in the development of policies and procedures for the performing of such audits, including the authorizing and monitoring of grants to institutions or other non-federal enterprise. (3) Other activities in which the final decision or action has a significant economic impact on the interests of any non-federal enterprise.

Major commanders and heads of DA Staff Agencies.

Enlisted personnel occupying designated positions of trust and responsibility (para 4-2b(2) of Section 5332, Title 5).

Military personnel designated as contracting personnel for officers, non-commissioned officers or enlisted members open mess.

CATEGORIES OF RECORDS IN THE SYSTEM:

Statements of employment and financial interest, supplementary statements, reports of change, review comments, and related papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012 and Executive Order 11222.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Review for sufficiency and determine if conflict of interest exists, and assist in resolving conflicts in accordance with Army Regulation 600-50.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Alphabetically by last name of individual.

SAFEGUARDS:

Kept in locked cabinet in building under 24 hour surveillance by security police.

RETENTION AND DISPOSAL:

Destroyed 6 years after reassignment, retirement, or termination of employment.

SYSTEM MANAGER(S) AND ADDRESS:

Office of the Deputy Chief of Staff for Personnel, Department of Army, Director of Human Resources Development, Leadership and Motivation Division (DAPE-HRL).

NOTIFICATION PROCEDURE:

Information may be obtained from: Major Command or Head of DA Staff Agency.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Major Command or Head of DA Staff Agency.

Written requests for information should contain the full name of the individual, social security number, duty assignment, current address, and telephone number.

For personal visits, the individual should be able to provide acceptable identification; for example: valid driver's license and current identification card.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations are contained in AR 340-21 and AR 600-50.

RECORD SOURCE CATEGORIES:

Information is provided by the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0402.06DAJA

SYSTEM NAME:

402.06 Legal Assistance Case Files

SYSTEM LOCATION:

Decentralized System: Legal Assistance Office, Office of the Judge Advocate General, Department of the Army, Room 2C467, Pentagon, Washington, DC 20310 and Staff Judge Advocate offices at Army commands, field operating agencies, installations, and activities. Addresses are listed in the Department of Defense (DOD) Organizational Directory.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

These files pertain to persons having sought legal assistance in their personal and private affairs.

CATEGORIES OF RECORDS IN THE SYSTEM:

The files contain correspondence and other personal information germane to the specific individual problem.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The files are used to assist Legal Assistance personnel in drafting necessary responses to inquiries. The purpose is to maintain a record of the replies given in response to inquiries received from individuals, so their cases can be properly settled.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of client.

SAFEGUARDS:

Various Federal buildings employ security guards. Records are maintained in file cabinets accessible only to authorized personnel who are properly instructed in the permissible use of the information.

RETENTION AND DISPOSAL:

The files are destroyed after 1 year from the closing date of the case, except at the Pentagon where they are destroyed after 6 months from the closing date of the case.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Legal Assistance Office, HQDA (DAJA-LA), Washington, D. C. 20310 and the Staff Judge Advocates of organizations listed in the DOD directory.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

Written requests for information should contain the full name of the individual, current address and

telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Staff Judge Advocate Office.

RECORD ACCESS PROCEDURES:

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Staff Judge Advocate Office or the Legal Assistance Office, Office of The Judge Advocate General, Room 2C467, Pentagon, Washington, D. C. 20310.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

The legal assistance case file contains correspondence received from Congressmen who are requesting information in order to reply to their constituents concerning a legal assistance problem and correspondence from other legal assistance offices seeking help or guidance with legal assistance problems which concern a particular individual who has come to them for assistance.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0402.07DAJA

SYSTEM NAME:

402.07 Legal Assistance Interview Record Files

SYSTEM LOCATION:

Decentralized System - Legal Assistance Office, Office of the Judge Advocate General, Department of the Army, Washington, DC 20310 and Staff Judge Advocate offices at organizations listed in the Department of Defense (DOD) Organizational Directory in the Appendix.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

These files pertain to persons having sought legal assistance in their personal and private affairs.

CATEGORIES OF RECORDS IN THE SYSTEM:

Interview Card.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Interview Card contains basic information which is necessary in the preparation of the legal documents, i.e., wills, power of attorneys, etc. The cards are used in the preparation of the annual statistical report which only shows the number and types of actions handled by the Legal Assistance Office during the year. The Interview Card is subject to the attorney-client privilege rule and the information contained thereon will not be given to any source without the prior approval of the client.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of client.

SAFEGUARDS:

Various Federal buildings employ security guards. Records are maintained in file cabinets accessible only by authorized personnel who are properly instructed in the permissible use of the information.

RETENTION AND DISPOSAL:

The Interview Record File is destroyed after 1 year.

SYSTEM MANAGER(S) AND ADDRESS:

Decentralized Systemm - Chief, Legal Assistance Office, Office of the Judge Advocate General, Department of the Army, Washington, DC 20310 and Staff Judge Advocate offices at organizations listed in the DOD organizational directory.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requestor.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Staff Judge Advocate Office.

RECORD ACCESS PROCEDURES:

Written requests for information should contain the full name of the individual, current address and telophone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Staff Judge Advocate Office or the Legal Assistance Office, Office of The Judge Advocate General, Room 2C467, The Pentagon, Washington, DC 20310.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting countents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

The Legal Assistance Interview Record File contains the Interview Cards which are prepared byy the individuals who come into the Legal Assistance Office for assistance. The card contains basic information about the individual; such as, name, grade, organization, wife's name, social security number.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0403.01aDAJA

SYSTEM NAME:

403.01 U.S. Army Claims Service Management Information System (USARCS MISO).

SYSTEM LOCATION:

For the manual system, the claims index cards and data output are located at the United States (US) Army Claims Service, Office of The Judge Advocate General, Ft Meade, MD 20755, and the individual claims index cards and claims files pertaining to settled cases are located at Reference Service Branch, Washington National Records Center, General Services Administration, Washington, DC 20409.

The automated systems are stored on computer disks located at the Management Information Systems Office, US Army Garrison, Ft Meade, MD 20755.

Relevant command sections of the automated reports are furnished to the respective Army commands monthly. In addition, claims files on all unsettled and settled claims are retained at Staff Judge Advocate offices at subordinate levels where the claim was filed until they are forwarded to US Army Claims Service.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records pertain to all individuals, corporations, associations, countries, states, territories, political subdivisions presenting a claim against the United States cognizable under the following statutes and Army Regulation 27-20: (a) The Military Claims Act (10 U.S.C. 2733); (b) The Federal Tort Claims Act (28 U.S.C. 2671-2680); (c) The Act of 9 October 1962 (10 U.S.C. 2737); (d) The National Guard Claims Act (32 U.S.C. 715); (e) Title 10, U.S.C. section 2734a and 2734b (NATO claims); (f) The Maritime Claims Settlement Act (10 U.S.C. 4801-4808); (g) Article 139, Uniform Code of Military Justice (10 U.S.C. 939); (h) The Foreign Claims Act (10 U.S.C. 2734), (i) The Military Personnel and Civilian Employees' Claims Act (31 U.S.C.240-243), (j) Claims for Reimbursement under Industrial Security Regulations (DOI) Directive 5220.6) and (k) Nonappropriated Fund Claim.

CATEGORIES OF RECORDS IN THE SYSTEM:

Claims Journal and Individual claims index cards: Contain brief synopsis of claims information including name of claimant; claim file number; type of claim presented (tort, maritime, foreign, personnel, etc.); date claim received by the Army; the date of the incident giving rise to the claim; the amount claimed; and if settled, the date and disposition of the claim. In appropriate claims, data on amounts recovered or paid by third parties is included on the card.

Claims files: Contain the claim forms submitted by the claimant; reports of investigation of claims or potential claims; the witness statements; police reports; photographs; diagrams; bills; estimates; expert opinions; medical records and similar reports; and copies of correspondence with the claimant, potential claimants, third parties, and insurers of claimants or third parties, concerning claims or potential claims. When applicable, copies of finance vouchers evidencing payment of the claims are included. Occasionally Inspector General or similar reports will be included in such files.

U.S.ARCS MISO: Provides a record of every noncontractual claim arising from Army activities. Information is maintained on magnetic tape and stored in alphabetical order by fiscal year. Data includes claimant's name, file number, type of claim, date of incident, amount claimed and amount paid, if anything.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Sections 939, 2733, 2734, 2734a, 2734b, 2737; Title 28 U.S.C., Sections 2671-2680; Title 31 U.S.C., Sections 240-243; Title 32 U.S.C., Section 715.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary purpose of claims investigative reports and ancillary records is to develop and preserve all relevant evidentiary facts about incidents which may generate claims against the Army. The evidence developed is used as a legal basis for payment of claims, and the amount authorized, or to support a denial of the claim. If the claimant initiates litigation the evidence helps provide a basis to defend the suit. Evidence in the files is also used to provide information to reply to the President, the Cabinet, members of Congress or to General Accounting Office and public or private insurers who may be required to participate in the settlement of claims against the United States or who may be required to reimburse the United States as a subrogee for claims paid. Information is also recorded to insure that the use of appropriated funds is legally correct. The data are also used as a management tool to supervise claims operations at subordinate commands worldwide.

Users include claimants and/or their legal representatives for use in legal action against the Government or third parties for tax purposes (Internal Revenue Service (IRS)) and/or to support or provide private relief legislation; US Department of Justice representatives in deciding disposition of claims files against the Government and for consideration of criminal prosecution, civil court action or regulatory orders; US Court of Claims to support legal actions, considerations or evidence to support proposed legislative or regulatory changes, for budgetary purposes, for quality control or assurance type studies or to support action against a third party; foreign governments for use in settlements of claims under North Atlantic Treaty Organization Status of Forces Agreement (NATO SOFA) or similar international agreements; state governments for use in defending or prosecuting claim by the state or its representatives; Department of Labor for consideration in determining rights under Federal Employees' Compensation Act or similar legislation; civilian and governmental medical experts for evaluation of medical aspects and records and related material; The President, Vice President and members of the Congress in order to provide information upon which to base replies to inquiries from claimants; Office of Management and Budget for preparation of private relief bills to be presented to Congress for its consideration; Government contractors for use in defending or settling claims filed against them arising out of the performance of a Government contract; and workmen's compensation agencies, federal and local, for use in adjudicating claims.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual system: Paper records in file folders at locations indicated.

Automated system: Computer discs located at the USARCS MISO.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

Various Federal buildings employ security guards. Records are accessible only by authorized personnel who are properly instructed in the permissible use of the information.

RETENTION AND DISPOSAL:

Destroy 10 years after final action on the case.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, United States Army Claims Service, Ft Meade, MD 20755.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

Written requests for information should contain the full name of the individual, current address and telephone number, the claim number if known, the date and place of the incident giving rise to the claim, and any other personal identifying data (driver's license, if any) which could assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Staff Judge Advocate Office.

RECORD ACCESS PROCEDURES:

Written requests for information should contain the full name of the individual, current address and telephone number, the claim number if known, the date and place of the incident giving rise to the claim, or personal identifying data (driver's license, if any) which could assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Staff Judge Advocate Office or to the US Army Claims Service, Ft Meade, MD 20755

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Federal Bureau of Investigation, Counterintelligence Corps, Criminal Investigations Division, Inspector General, medical treatment facilities, Physicians, Armed Forces Institute of Pathology, Maritime Survey Reports, Corps of Engineers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0403.06DAJA

SYSTEM NAME:

403.06 Tort Claim Files

SYSTEM LOCATION:

Litigation Division, Office of The Judge Advocate General, Department of the Army, Room 2D435, The Pentagon, Washington, DC 20310.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Personnel, military affiliated or civilians with no military connection, who have filed a complaint against the United States Army in the United States District Court under the Federal Tort Claims Act.

CATEGORIES OF RECORDS IN THE SYSTEM:

All pleadings, motions, briefs, orders, decisions, memoranda, opinions, supporting documentation, and allied material, including claims investigation, reports, and files, involved in representing the United States Army in the Federal Court System.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 28 U.S.C., Section 2671-80.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The collected information is used to defend the Army in civil suits filed against it in the Federal Court System. Routine users of the information, in addition to Litigation Division, Office of The Judge Advocate General of the Army, are the Department of Justice and United States Attorneys' offices handling the particular case. Most of the collected information is filed in some manner in the courts in which the litigation is pending and therefore becomes a matter of public record. In addition, some of the collected information will appear in some form or fashion in the written orders, opinions, and decisions of the courts. For the most part, these orders, opinions, and decisions are published in the Federal Reporter System under the name or style of the case and are freely open and available to anyone with access to a law library.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of claimant.

SAFEGUARDS:

Various Federal buildings employ security guards. Records are maintained in file cabinets accessible only by authorized personnel who are properly instructed in the permissible use of the information.

RETENTION AND DISPOSAL:

Destroy 10 years after final action on the case.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Litigation Division, Office of The Judge Advocate General, Department of the Army, Washington, DC 20310

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Staff Judge Advocate Office.

RECORD ACCESS PROCEDURES:

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to the Litigation Division, Office of The Judge Advocate General, Department of the Army, Room 2D435, The Pentagon, Washington, DC 20310.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

DA Staff elements, Staff Judge Advocate offices at organizations listed in the Department of Defense (DOD) organizational directory in the Appendix; National Personnel Records Center, St. Louis; US Army Military Personnel Center; Posts, Camps, and Stations; Department of the Army Field Operating Agencies; Civil Service Commission; Department of Justice; U.S. Attorneys; opposing counsel; Armed Forces Institute of Pathology.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0403.16DAJA

SYSTEM NAME:

403.16 Army Property Claim Files

SYSTEM LOCATION:

Litigation Division, Office of The Judge Advocate General, Department of the Army, Room 2D435, The Pentagon, Washington, DC 20310, and Staff Judge Advocate offices at organizations listed in the Department of Defense (DOD) organizational directory in the Appendix.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who, having damaged Government property, were not subject to the collection activities of other agencies or organizations and therefore require litigation on behalf of the Department of the Army.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of reports from the claim investigator, accident and police reports relating to damage, and pleadings, motions, briefs, orders, decisions, memoranda, opinions, supporting documentation, and allied material involved in representing the United States Army.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 28 U.S.C., Section 2416.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The collected information is used to negotiate with, or to sue as appropriate, the individual or entity, including insurance carriers, causing damage for loss of United States Army property. Routine users include, in addition to the Litigation Division, Office of The Judge Advocate General of the Army, the Department of Justice, United States Attorneys, and defendants and other opposing parties and their attorneys.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

Various Federal buildings employ security guards. Records are maintained in file cabinets accessible only by authorized personnel who are properly instructed in the permissible use of the information.

RETENTION AND DISPOSAL:

The Judge Advocate General's Office: Collected claims; destroy 10 years after final action on the case. Uncollected claims; destroy 10 years after completion of litigation or determination that the case will not be prosecuted.

Other offices: Destroy cases settled locally 5 years after final action on the case.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Litigation Division, Office of The Judge Advocate General, Department of the Army, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Staff Judge Advocate Office.

RECORD ACCESS PROCEDURES:

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from Department of the Army offices and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to the Litigation Division, Office of The Judge Advocate General, Department of the Army, Room 2D435, The Pentagon, Washington, DC 20310.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Department of the Army Staff elements, Staff Judge Advocate offices at organizations listed in the Department of Defense (DOD) organizational directory, National Personnel Records Center-St. Louis, US Army Military Personnel Center, Posts, Camps, and Stations, Department of the Army Field Operating Agencies, Civil Service Commission, Department of Justice, U.S. Attorneys, opposing counsel, Armed Forces Institute of Pathology.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0403.17DAJA

SYSTEM NAME:

403.17 Medical Expense Claim Files

SYSTEM LOCATION:

Primary: Staff Judge Advocate Offices at Army commands, field operating agencies, installations and activities. Addresses are listed in the Department of Defense (DOD) Organizational Directory.

Segment: Litigation Division, Office of The Judge Advocate General, Department of the Army, Room 2D435, The Pentagon, Washington, DC 20310.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have received medical treatment at the expense of the United States (US) Army as a result of a tortuous or negligent act of a third party; third parties causing medical care to be furnished to individuals entitled to medical care at Government expense.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of medical and personnel records of individuals injured by a third party from whom the US Army is seeking to recover the costs of medical care furnished the injured party under the Medical Care Recovery Act (42 USC 2651-3); accident and police reports relating to the injury; claims investigation files; correspondence with attorney's representing the Army's interest; court documents, if the claim is pursued through litigation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 42 U.S.C., Section 2651-3, Executive Order Number 11060 and Attorney General Regulation 28 CFR 43.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Collected information is used to negotiate with the tortfeasor or an insurance carrier or to sue the same to collect the value of medical care

furnished the injured party. Routine users, in addition to the Litigation Division, Office of The Judge Advocate General of the Army, include the Department of Justice, appropriate United States Attorneys, civilian attorneys representing the injured party who agree also to represent the US Army's claim, and opposing parties and their attorneys.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

Various Federal buildings employ security guards. Records are maintained in file cabinets accessible only by authorized personnel who are properly instructed in the permissible use of the information.

RETENTION AND DISPOSAL:

The Judge Advocate General's Office: Collected claims; destroy 10 years after final settlement. Uncollected claims; destroy 10 years after completion of litigation or determination that the case will not be prosecuted.

Other offices: Destroy cases settled locally 5 years after final action on the case.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Litigation Division, Office of The Judge Advocate General, Department of the Army, Washington, DC 20310

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Staff Judge Advocate Office.

RECORD ACCESS PROCEDURES:

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to the Litigation Division, Office of The Judge Advocate General, Department of the Army, Room 2D435, The Pentagon, Washington, DC 20310.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Department of the Army (DA) Staff elements, Staff Judge Advocate offices at organizations listed in the DOD Organizational Directory in the Appendix; National Personnel Records Center, St. Louis; US Army Military Personnel Center, posts, camps, and stations, DA field operating agencies, Civil Service Commission, Department of Justice, US Attorneys, opposing counsel, Armed Forces Institute of Pathology.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0404.02DAJA

SYSTEM NAME:

Courts-Martial Files

SYSTEM LOCATION:

U.S. Army Legal Services Agency, Falls Church, VA, 22041; Washington National Records Center, Suitland, MD, 20409; National Personnel Records Center, St. Louis, MO, 63132; and offices of Staff Judge Advocates, Judge Advocates, and Legal Counsel of subordinate commands and installations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals tried by courts-martial.

CATEGORIES OF RECORDS IN THE SYSTEM:

General and special (BCD) courts-martial records of trial include a verbatim transcript of the trial and all allied papers relating to the charge offenses and legal review of the case. Special (non-BCD) and summary court-martial records of trial include a summarized transcript of the trial and all allied papers relating to the charged offenses, but ordinarily do not include all records of review pursuant to Articles 69 and/or 73, Uniform Code of Military Justice (UCMJ). (See 'Retention and disposal' below.)

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., 801-940 (Uniform Code of Military Justice).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Courts-martial records are transcribed and used to provide an accurate account of the proceedings for legal review. As such records reflect criminal proceedings ordinarily open to the public, they are normally releasable to the public pursuant to the Freedom of Information Act. They are also used to formulate responses to inquiries from members of Congress, the White House Staff, the individual concerned, or other agencies or individuals interested in the case.

Courts-martial records may be transferred within the Department of Defense, to the Department of Justice, the Veterans Administration, and Federal, state, and local law enforcement agencies for determination of rights and entitlements of the individuals concerned or use in the enforcement of criminal or civil law. If a conviction results, portions of the record in every case are transmitted to Army personnel authorities for use in evaluating the individual's overall performance and for inclusion in his military personnel records. A record of a conviction may be introduced at a subsequent courts-martial involving the same individual, or in any other case in which it is relevant. Statistical data obtained from records of trial are used in determining jurisdictional and Army-wide trends of disciplinary infractions in the Armed Forces, and serve as a guide for officials repsonsible for making policy decisions regarding military justice activities.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Papers stored in file folders; index cards, computer disk-packs, and courts-martial coding sheets.

RETRIEVABILITY:

Records are retrieved by reference to the name and social security number of the individual and through the court-martial number assigned to the case.

SAFEGUARDS:

Those portions of the system maintained by the U.S. Army Legal Services Agency and the National Personnel Records Center are contained in file cabinets and are safeguarded by systems of personnel screening and hand receipts. During non-duty hours, guards assure that the areas where records are located are accessible only to authorized personnel. Decentralized segments of the system are maintained in locked file cabinets and/or locked offices in buildings employing security guards and/or located on military installations with military police or contract guard patrols and protection.

RETENTION AND DISPOSAL:

With respect to each courts-martial, there is an original record and between one and four copies. One copy is given to the accused and the remaining copies are used in the review of the case for legal sufficiency. The original record is disposed of as follows: All records of trial by general courts-martial and those special courts-martial records in which a bad conduct discharge (BCD) was approved are retained in the Office of the Clerk of Court, U.S. Army Jidiciary, for 1 - 2 years after completion of appellate review. Thereafter, the records are forwarded to the Washington National Records Center, Suitland, MD 20409 for permanent storage. Records of trial by special courts-martial (non-BCD) and summary courts-martial are retained in the staff judge advocate office of the general courts-martial authority for one year after completion of supervisory review and thereafter for two years in the records holding area or overseas records center. Records are then sent to the National Personnel Records Center (Military Records), 9700 Page Boulevard, St. Louis, MO, 63132 where they are retained for seven years. Thereafter, the records are destroyed and the remaining evidence of conviction are the special (non-BCD) and summary courts-martial promulgating orders maintained in the individual's permanent records and any review(s) of the cases conducted pursuant to Article(s) 69 and/or 73, UCMJ. The original review of special (non-BCD) and summary courts-martial cases and a copy of all other reviews pursuant to Articles 69 or 73 UCMJ, are maintained for three years in the office of the Chief, Examination and New Trials, U.S. Army Judiciary, Falls Church, VA, 22041. They are retained an additional seven years at the Washington National Records Center, Suitland, MD 20409 and destroyed. Statistical data obtained from general and special (BCD) courts-martial records are maintained permanently on master index cards which serve as a means of listing records of trial sent to storage.

SYSTEM MANAGER(S) AND ADDRESS:

The Judge Advocate General, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Requests from individuals as to whether there are any general or special (BCD) courts-martial records in the system pertaining to them should be addressed to the Clerk of Court (JALS-CC), U.S. Army Judicairy, Nassif Building, Falls Church, VA, 22041. Requests for information as to special (non-BCD) and summary courts-martial records should be addressed to the staff judge advocate of the command where the record was reviewed or, if no longer there, to the National Personnel Records Center (Military Records), 9700 Page Boulevard, St. Louis, MO, 63132. Official mailing address of subordinate commands and installations is in the DOD Directory in the appendix to the Army's inventory of system notices.

Requests for information concerning reviews pursuant to Articles 69 or 73, UCMJ, should be addressed to the Chief, Examination and New Trials, U.S. Army Judiciary, Nassif Building, Falls Church, VA, 22041. Written requests for information should include the full name of the individual, social security number (SSN), the record file number if available, and any other personal information which would assist in locating the records.

Personal visits may be made to the Office of the Clerk of Court or Chief, Examination and New Trials, during normal business hours. The individual should provide identification such as a valid driver's license, or verbal information sufficient to permit locating the record.

RECORD ACCESS PROCEDURES:

Requests for access should be submitted as specified under 'Notification procedure' above. Requests should be directed to the Clerk of Court (JALS-CC), U.S. Army Judiciary, Nassif Building, Falls Church, VA, 22041 if the type of courts-martial or reviewing command is unknown.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Information from almost any source may be included in the record if it is relevant and material to courts-martial proceedings.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

All portions of this system of records which fall within 5 U.S.C. 552a(j)(2) are exempt from the following provisions of 5 U.S.C. 552a: (d)(2), (d)(3), (d)(4), (e)(2), (e)(3), (e)(4)(H), and (g). The rules exempting this system are set forth in 32 CFR Part 505.

A0405.02DAJA

SYSTEM NAME:

405.02 Foreign Jurisdiction Case Files.

SYSTEM LOCATION:

Primary System: International Affairs Division, Office of The Judge Advocate General, Department of the Army, Room 2D443, The Pentagon, Washington, DC 20310.

Decentralized Segments: Army commands where case originates.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All members of the United States (US) Army, civilians in the employ of, serving with, or accompanying the US Army abroad, and the dependents of individuals in such categories, who have been subject to the exercises of civil or criminal jurisdiction of foreign courts or foreign administrative agencies.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual case reports on the exercise of criminal jurisdiction by foreign tribunals, trial observer reports, requests for provision of counsel, records of trials, requests for local authorities to refrain from exercising their criminal jurisdiction, and communications with staff judge advocates, Department of the Army, diplomatic missions, and other selected documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The International Affairs Division and the office where the case originates use the information to monitor developments of each individual case to insure that all rights and protections to which United States personnel abroad and their dependents are entitled under pertinent international agreements are accorded such personnel:and to obtain

information to answer appropriate queries regarding the status or disposition of individual cases involving the exercise of civil or criminal jurisdiction by foreign courts or foreign administrative agencies.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

Various Federal buildings employ security guards. Records are maintained in file cabinets accessible only by authorized personnel who are properly instructed in the permissible use of the information.

RETENTION AND DISPOSAL:

The Judge Advocate General's Office: Destroy after 30 years. Cut off annually following acquittal, fine, reprimand, dropping of charges, or on completion of sentence, as applicable.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, International Affairs Division, Office of the Judge Advocate General, HQDA (DAJA-IA), Washington, DC 20310 and the staff judge advocate offices where the case originates.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Staff Judge Advocate Office.

RECORD ACCESS PROCEDURES:

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder.. Visits may be made to the International Affairs Division, Office of The Judge Advocate General, Room 2D443, The Pentagon, Washington, DC 20310.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is derived from reports prepared by relevant command.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0405.04DAJA

SYSTEM NAME:

405.04 Foreign Jurisdiction Reporting Files

SYSTEM LOCATION:

Primary System: International Affairs Division, Office of The Judge Advocate General, Department of the Army, Rm 2D433, The Pentagon, Washington, DC 20310.

Decentralized Segments: Army commands where case originates.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All members of the United States (US) Army, civilians in the employ of, serving with, or accompanying the US Army abroad, and the dependents of individuals in such categories, who have been subject to the exercise of criminal jurisdiction by foreign courts and sentenced to unsuspended confinement.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains reports concerning personnel who are confined in foreign penal institutions and reports of results of visits to confined personnel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Both the primary and decentralized segments are used to monitor development of each individual case so as to insure that all rights and protections to which US personnel abroad and their dependents are entitled under pertinent international agreements are accorded such personnel and to obtain information in order to answer appropriate queries regarding the status of individual cases involving US personnel abroad serving a sentence to confinement in a foreign prison.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

Various Federal buildings employ security guards. Records are maintained in file cabinets accessible only by authorized personnel who are properly instructed in the permissible use of the information.

RETENTION AND DISPOSAL:

The Judge Advocate General's Office: Consolidations and summaries are permanent. Feeder reports are destroyed on extraction and/or consolidation of the data contained therein.

Other offices destroy records 3 years after completion of the next report.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, International Affairs Division, Office of The Judge Advocate General, Headquarters, Department of the Army, Washington, DC and the Staff Judge Advocate Office where the case originates.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Staff Judge Advocate Office.

RECORD ACCESS PROCEDURES:

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office

and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to the International Affairs Division, Office of The Judge Advocate General, The Pentagon, Rm 2D443, Washington, DC or the Staff Judge Advocate Office where the case originates.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is derived from reports prepared by relevant command.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0406.01aDAJA

SYSTEM NAME:

406.01 Patent, Copyright, Trademark, and Proprietary Data Files

SYSTEM LOCATION:

Primary System: Patents Division, Office of The Judge Advocate General, Department of the Army, Room 2D444, Pentagon, Washington, DC 20310.

Decentralized System: Commander, US Army Materiel Command, ATTN: AMCGC-L, 5001 Eisenhower Avenue, Alexandria, VA 22333; Commander, US Army Aviation Systems Command, ATTN: AMSAV-J, P.O. Box 209, Main Office, St. Louis, MO 63166; Commander, US Army Armament Command, ATTN: AMSAR-GC, Rock Island Arsenal, Rock Island, IL 61201; Commander, Edgewood Arsenal, ATTN: SMUEA-LE, Edgewood Arsenal, MD 21010; Commander, Frankford Arsenal, ATTN: SMUFA-R1000, Philadelphia, PA 19137; Commander, Picatinny Arsenal, ATTN: SMUPA-L; Dover, NJ 07801; Commander, US Army Electronics Command, ATTN: AMSEL-LG, Ft Monmouth, NJ 07703; Commander Night Vision Laboratory Branch, ATTN: AMSEL-LG-NVL-L, Ft Belvoir, VA 22060; Commander, US Army Missile Command, ATTN: AMXNM-L, Redstone Arsenal, AL 35809; Commander, Natick Laboratories, ATTN: AMXNM-L, Natick MA 01760; Commander, US Army Mobility Equipment, R&D Center, ATTN: AMXBL-L, Ft Belvoir, VA 22060; Commander, US Army Tank-Automotive Command, ATTN: AMSTA-L, Warren, MI 48090; Commander, Harry Diamond Laboratories, 2800Powder Mill Road, ATTN: AMXDO-LP, Adelphi, MD 20783; Commander, US Army Aberdeen Proving Ground, Aberdeen Proving Ground, MD 21005; and Headquarters, Department of the Army (HQDA) (DAEN-GCP), Forrestal Building, Washington, DC 20314.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Government employees and others who have submitted inventions to the Government; inventors with patents or applications for patents procured on behalf of Department of the Army, or in which the Government has an interest; authors of copywritable or copyrighted material in which the Government has an interest.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents relating to disposition of rights in inventions of Government employees including information about the nature and duration of the employee's employment; documents relating to the filing for a foreign patent; documents evidencing interests of the Government in or under patents or applications for patents procured on behalf of Department of the Army, including copies of licenses, assignments, other instruments, and letters of transmittal; documents relating to the granting of licenses on Government-owned patents, including requests for licenses and communications relating to the licensing arrangement; documents reflecting interests of the Government in or under copyrights procured or obtained on behalf of Department of the Army, including copies of copyright licenses and assignments; documents relating to all phases of the granting of licenses on Government-owned copyrights, service marks, and related items.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purposes are to determine the rights of the Government and employees in employee inventions, to maintain documents used in foreign filing for patents, to provide evidence of Government interest in or under patents or applications for patents procured on behalf of Department of the Army, to provide evidence and record of patent and copyright licensing and assignments. US Patent and Trademark Office has access to specific files for resolving disputes between the Government and the inventor concerning invention rights; for foreign filing of patents, records are presented to the Director of Patent Administration, Department of National Defense in Ottawa, Ontario, Canada and to the Patent's Agent's Managing Clerk Principal Directorate of Patents, Procurement Executive, Ministry of Defense, London, England, to obtain patents in Canada and England, respectively; the parties involved in particular licensing arrangement have access to the specific files involved, as well as the US Patent and Trademark Office and the Copyright Office, Library of Congress, as evidence of legal interests in the patent or copyright license or assignment.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

Various Federal buildings employ security guards. Records are maintained in file cabinets accessible only to authorized personnel who are properly instructed in the permissible use of the information.

RETENTION AND DISPOSAL:

The Judge Advocate General's Office: For patent matters records are destroyed after 20 or 25 years depending on the specific case; for copyright matters records are destroyed after 56 years or on expiration of copyright not renewed. Other offices: records are destroyed after 2 years.

SYSTEM MANAGER(S) AND ADDRESS:

Chief Patents Division, HQDA (DAJA-PA), Washington, DC 20310 and the senior patent attorney at each location listed.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive

identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Department of the Army patent location.

RECORD ACCESS PROCEDURES:

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Department of the Army patent location.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Employment records, job description, employee's supervisor; the invention, patent application or copyrighted material concerned; the Government agency interested in the invention or copyright; and the party seeking the license.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0406.01bUSAREUR

SYSTEM NAME:

406.01b Civil Process Case Files and Reference Files

SYSTEM LOCATION:

In Federal Republic of Germany (FRG), Civil Process Section, International Affairs Division, Office of The Judge Advocate, Headquarters (HQ), United States (US) Army, Europe (USAREUR) and 7th Army, Army Post Office (APO) New York 09403, Heidelberg, and decentralized segments at approximately 35 Judge Advocate Offices throughout the FRG to which documents have been forwarded for service.

In Berlin, Office of The Staff Judge Advocate, HQ, US Army, Berlin, APO New York 09742.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

US Army, US Air Force and US Navy personnel, members of the civilian component of the US Forces and dependents of the foregoing upon whom service is made of documents issued by German civil courts, customs and taxing agencies, and other administrative agencies, governmental and otherwise, which, pursuant to German law, may issue: payment orders; execution orders; demands for payment of indebtedness; notifications to establish civil liability; customs and tax demands; documents assessing fines and penalties; demands for court costs or for costs for administrative proceedings; summonses and subpoenas; paternity notices; complaints; judgments; briefs; final and interlocutory orders; orders of confiscation; notices; and other judicial or administrative writs.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of correspondence from German courts, bailiffs and administrative agencies forwarding documents for service; copies of German documents forwarded to or between Judge Advocate offices in the FRG for service; copies of forwarding correspondence to or between Judge Advocate offices in the field; copies of certificates of service; copies of correspondence to German courts, bailiffs or administrative agencies stating why documents could not be served or could not be served within a prescribed period; copies of routine or specialized instructions to Judge Advocate offices in the field pertaining to service of documents; copies of correspondence to German courts, bailiffs, or administrative authorities denying requests for service of documents, advising them of the individual's name, grade, social security account number and unit for identification purposes, advising them in accordance with applicable regulations of individual's place of residence in the FRG in connection with requests for execution or attachment, and granting or declining to grant authority to enter premises under the control of the US Forces for the purpose of effecting execution on or attachment of personal property, moneys, etc. in compliance with a writ executable pursuant to German law; card files on each document received identifying nature of document, source of document, dates received, forwarded, and served; date on which certificate of service or other reply to source was dispatched, and full identifying data on the individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

The North Atlantic Treaty Organization (NATO) Status of Forces Agreement, the NATO Status of Forces Supplementary Agreement, and administrative agreements executed in implementation or on the basis of the foregoing by which this office is designated as the central liaison agency of the US Forces for service of civil process documents issued by German courts or authorities upon members of the US Army, the US Navy, members of the civilian component of the US Forces, and dependents of the foregoing; Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used to establish strict controls on receipt and forwarding for service of German civil court documents on US personnel; to determine if time limits for service of documents as prescribed by NATO Status of Forces Supplementary Agreement have been complied with and to establish a suspense system to insure compliance by Judge Advocate offices in the FRG of service within prescribed time limits; to determine whether initial documents have been served through the agency of this office as a precondition to service of subsequent documents in the same case. Files are maintained and used in this office and in Judge Advocate offices thoughout the FRG to which documents are forwarded for service to insure that US Forces obligations under the NATO Status of Forces Supplementary Agreement are complied with and to insure that rights of individuals are protected. When individual is served the document by the Judge Advocate office in the field, the document is translated for him; its contents and legal effects are explained to him and legal assistance is made available to him to protect his interests and to enable him to avail himself of his legal rights under German law. The card file is used as a locator and control device and is essential when cases are reopened after a period of years. It records whether the individual was served the initial and subsequent documents through the agency of this office and whether the individual, following personal service on him, was afforded the opportunity to contest the initial and subsequent documents or proceedings based on them. The files or information contained in them may be transferred or disclosed to any other agency of the Department of Defense. Information from the files may be disclosed to foreign law enforcement or

investigatory or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements regulating the stationing and status in the FRG of DOD military and civilian personnel. Information disclosed to authorities of the FRG may be further disclosed by them to claimants, creditors or their attorneys. Information may be disclosed in accordance with applicable regulations in response to inquiries from Congressmen or the news media.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders are stored in cabinets by individual's name. Card files are stored in cabinets.

RETRIEVABILITY:

Filed in alphabetical order by last name.

SAFEGUARDS:

Doors to office to hallway and building are locked each night (triple security).

RETENTION AND DISPOSAL:

File folders are retained 2 years and destroyed. Card files are retained indefinitely due to the continuing nature of these cases.

SYSTEM MANAGER(S) AND ADDRESS:

In FRG, Chief, International Affairs Division, Office of The Judge Advocate, HQ, USAREUR and 7th Army, Heidelberg.

In Berlin, The Staff Judge Advocate, HQ, US Army, Berlin, APO New York 09742.

NOTIFICATION PROCEDURE:

Individuals may submit a written request or visit Office of the SYSMANAGER. An individual's name, rank and service number would be sufficient information to locate the individual's files. Verification of identity is not required since information on these court documents is a matter of public record.

RECORD ACCESS PROCEDURES:

Personnel desiring access to information can contact the International Affairs Division, HQ USAREUR and 7th Army, APO New York 09403, located in Building 9, Campbell Barracks, Heidelberg, FRG.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Documents received from German authorities to be served on each individual and correspondence to these authorities stating whether or not the document was served.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0407.01aDAJA

SYSTEM NAME:

407.01 Patent, Copyright, and Trademark Soliciting Files

SYSTEM LOCATION:

Primary System: Patents Division, Office of the Judge Advocate General, Department of the Army, The Pentagon, Room 2D444, Washington, DC 20310.

Decentralized System: Commander, United States (US) Army Materiel Command, ATTN: AMCGC-L, 5001 Eisenhower Avenue, Alexandria, VA 22333; Commander, US Army Aviation Systems Command, ATTN: AMSAV-J, P.O. Box 209, Main Office, St. Louis, MO 63166; Commander, US Army Armament Command, ATTN: AMSAR-GC, Rock Island Arsenal, Rock Island, IL 61201; Commander Edgewood Arsenal, ATTN: SMUFA-R1000, Philadelphia, PA 19137; Commander, Picatinny Arsenal, ATTN: SMUPA-L, Dover, NJ 12189; Commander, US Army Electronics Command, ATTN: AMSEL-LC, Fort Monmouth, NJ 07703; Commander Night Vision Laboratory Branch, ATTN: AMSMI-L, Redstone Arsenal, AL 35809; Commander, US Army Tank-Automotive Command, ATTN: AMSTA-L, Warren, MI 48090; Commander, Harry Diamond Laboratories, 2800 Powder Mill Road, ATTN: AMXDO-LP, Adelphi, MD 20783; Commander, US Army Aberdeen Proving Ground, Aberdeen Proving Ground, MD 21005; Headquarters Department of the Army (HQDA) (DAEN-GCP), Forrestal Building, Washington, DC 20310; Commander, US Army Medical R&D Command, ATTN: SGRD-JA, Washington, DC 20314.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Inventors who have submitted inventions to Department of the Army or who have inventions in which the Department of the Army has an interest and Government employees to whom copyright assistance has been rendered.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents relating to invention disclosures submitted by Government employees and contractors or sources outside the Government on which a patent application may or has been filed or on which a patent has been issued, but not if issued to contractors, including invention diclosures, drawings, patentability search reports, evaluation reports, applications, amendments, petitions, appeals, interferences, and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., SEction 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purpose is to maintain evidence and record of invention disclosures submitted to Department of the Army, of patents and applications for patents in which Department of the Army has an interest, and of copyright assistance rendered. Concerned contractor and/or Government agencies interested in a specific invention have access to the records in order to conduct patent investigations and evaluations; the United States Patent and Trademark Office and the Copyright Office, Library of Congress, have access to the records for procedings in obtaining a patent or copyright; the Civil Division, Department of Justice, has access to the records in the event of legal proceedings and litigation.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

Various Federal buildings employ security guards. Records are maintained in file cabinets accessible only to authorized personnel who are properly instructed in the permissible use of the information.

RETENTION AND DISPOSAL:

Destroyed after 20 or 25 years, depending on the specific case.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Patents Division, HQDA (DAJA-PA), Washington, DC 20310 and the senior patent attorney at each location listed.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Department of the Army patent location.

RECORD ACCESS PROCEDURES:

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Department of the Army patent location.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

The invention concerned, research material in libraries and in the Patent and Trademark Office, and correspondence with the Patent and Trademark Office and with the Copyright Office, Library of Congress.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0408.01aDAJA

SYSTEM NAME:

408.01 Patent, Copyright, and Data License Proffers, Infringement Claims, and Litigation Files

SYSTEM LOCATION:

Primary System: Patents Division, Office of the Judge Advocate General, Department of the Army, Pentagon, Room 2D444, Washington, DC 20310.

Decentralized System: Commander, United States (US) Army Materiel Command, ATTN: AMCCC-L, 5001 Eisenhower Ave., Alexandria, VA 22333; Commander, US Army Aviation Systems Command, ATTN: AMSAV-J, P. O. Box 209, Main Office, St. Louis, MO 63166; Commander, US Army Armament Command, ATTN: AMSAR-GC, Rock Island Arsenal, Rock Island, IL 61201; Commander, Edgewood Arsenal, ATTN: SMUEA-LE, Edgewood Arsenal, MD 21010; Commander, Frankford Arsenal, ATTN: SMUFA-R1000, Philadelphia, PA 19137; Commander, US Army Aberdeen Proving Ground, Aberdeen Proving Ground, MD 21005; Commander, Picatinny Arsenal, ATTN: SMUPA-L, Dover, NJ 07801; Commander, Watervliet Arsenal, ATTN: SARWV-GC, Watervliet, NY 12189; Commander, US Army Electronics Command, ATTN: AMSEL-LG, Ft Monmouth, NJ 07703; Commander, Night Vision Laboratory Branch, ATTN: AMSEL-LG-NVL-L, Ft Belvoir, VA 22060; Commander, US Army Missile Command, ATTN: AMSMI-L, Redstone Arsenal, AL 35809; Commander, Natick Laboratories, ATTN: AMXNM-L, Natick, MA 01760; Commander, US Army Mobility Equipment R&D Center, ATTN: AMXFB-L, Ft Belvoir, VA 22060; Commander, US Army Tank-Automotive Command, ATTN: AMSTA-L, Warren, MI 48090; Commander, Harry Diamond Laboratories, 2800 Powder Mill Road, ATTN: AMXDO-LP, Adelphi, MD, 20783; HQDA (DAEN-CCP), Forrestal Building, Washington, DC 20310.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Claimants or defendants in administrative proceedings or litigation with the Government for improper use, infringement, enforcement of agreements, or comparable claims concerning patents or copyrights; individuals having copyrights in material Department of the Army is interested in; individuals who own patents which they offer to license to Department of the Army; individuals seeking private relief before Congress because of right in inventions, patents, copyrights, or data.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents relating to the administrative assertion of claims by and against the Government and to litigation with the Government for alleged misuse of patents, copyrights, trademarks, and data, including inquiries, investigations, settlements, communications with claimants or defendants, and related correspondence; documents relating to advice and assistance provided in obtaining licenses for Department of the Army use of copyright material; documents relating to the investigation and disposition of patent license offers; documents relating to investigations in connection with processing proposed legislation or bills for private relief of individuals because of right of individuals in inventions, patents, copyrights, or data, including reports of investigations, comments or recommendations, and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., SEction 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purposes are to maintain evidence and record of claims and litigation involving Department of the Army concerning patents, trademarks, copyrights, and data; to maintain evidence and record of Department of the Army attempts to use copyrighted material and to receive the copyright owner's permission for such use; to maintain record and evidence of patent license offers received and investigations and reports pursuant thereto; and to maintain record and evidence of investigations of proposed legislation or bills for private relief. Government agencies involved in the claims or litigation and the Civil Division, Department of Justice, have access to the records to determine the validity of allegations and to properly prosecute or defend the case; Government agencies potentially interested have access to the records of offered licenses to determine actual interest; Congress receives reports on Department of the Army's position on particular bills for private relief.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

Various Federal buildings employ security guards. Records are maintained in file cabinets accessible only to authorized personnel who are properly instructed in the permissible use of the information.

RETENTION AND DISPOSAL:

Destroyed after 25, 30 or 35 years depending on the specific case.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Patents Division, HQDA (DAJA-PA), Washington, DC 20310 and the senior patent attorney at each location listed.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Department of the Army patent location.

RECORD ACCESS PROCEDURES:

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Department of the Army patent location.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Department of Justice and/or the Government agencies involved in the claims or litigation; the agency interested in the copyrighted material or in the offered license; employment records with the Government and pertinent Government patent files.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0410.04DAJA

SYSTEM NAME:

410.04 Judicial Information Release File

SYSTEM LOCATION:

Litigation Division, Office of The Judge Advocate General, Department of the Army, Room 2D435, The Pentagon, Washington, DC 20310.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals connected in any manner with Army aircraft accidents, to include crew members, passengers of the aircraft, witnesses to the accident, technical experts who testified at the investigation into the accident, and members of the investigating boards; individuals and legal entities who have requested information from Army files for which the Litigation Division, Office of The Judge Advocate General of the Army, is the releasing authority.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports of collateral investigations of Army aircraft accident; requests and responses thereto for the release of information from Army files for which the Litigation Division, Office of The Judge Advocate General of the Army, is the releasing authority.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The collected information is used to respond to members of the general public who request information on Army aircraft accidents or other information for which the Litigation Division, Office of The Judge Advocate General of the Army, is the releasing authority. Routine users include any person or legal entity that requests such information.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Based on date of accident and name.

SAFEGUARDS:

Various Federal buildings employ security guards. Records are maintained in file cabinets accessible only to authorized personnel who are properly instructed in the permissible use of the information.

RETENTION AND DISPOSAL:

Safeguarded information, destroy after 10 years; nonsafeguarded information, destroy after 2 years.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Litigation Division, Office of The Judge Advocate General, Department of the Army, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Staff Judge Advocate Office.

RECORD ACCESS PROCEDURES:

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to the Litigation Division, Office of The Judge Advocate General, Department of the Army, Room 2D435, The Pentagon, Washington, DC 20310.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Department of the Army Staff elements; Staff Judge Advocate offices at organizations listed in the Department of Defense (DOD) organizational directory in the Appendix; National Personnel Records Center, St. Louis; US Army Military Personnel Center; Posts, Camps, and

Stations; Department of the Army Field Operating Agencies; Civil Service Commission; Department of Justice; US Attorneys; opposing counsel; Armed Forces Institute of Pathology.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0411.03cOSA

SYSTEM NAME:

411.03 Congressional Inquiry File

SYSTEM LOCATION:

Executive Services Division, Office, Chief of Legislative Liaison, Headquarters, Department of the Army (HQDA), Washington, DC

Decentralized segments are maintained by HQDA staff agencies, field operating agencies, major commands, installations and activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any citizen who writes a Congressman and is so identified by the Congressman in his request to the Office, Chief of Legislative Liaison, for an answer to his respondent.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains copy of individual's letter to Congressman, letter from Congressman requesting information, and information provided to the Congressman relative to his inquiry.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 1034 provides that no person may restrict any member of an armed force from communication with a Member of Congress. The records are maintained to ensure an effective service to the Member of Congress and his respondent.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Congressional Inquiry Division: To obtain information relative to timely responses and ensure that a specific case does not become 'lost' in the paperwork channels.

HQDA staff agencies, field operating agencies, major commands installations and activities: To conduct investigations based on Congressional inquiries and prepare appropriate response to Members of Congress.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Microfilm records in an automatic retrieval device.

Paper records in file folders.

RETRIEVABILITY:

Coded by Congressman and individual name.

SAFEGUARDS:

Primary system: Building employs security guards. Records are maintained in an area accessible only to authorized personnel. Coding system must be known to access records.

Decentralized Segments: Records are maintained in an area accessible only to trained and authorized personnel.

RETENTION AND DISPOSAL:

Records collected prior to 27 September 1975 are maintained in an active status until the end of the calendar year, held one additional year in the current files area in an inactive status and then destroyed. Records collected after 27 September 1975 are maintained in an active status until the end of the calendar year, held 4 additional years in the current files area in an inactive status then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Legislative Liaison, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310

NOTIFICATION PROCEDURE:

Information may be obtained from: OSA(SALL), Chief, Executive Services Division, Room 2C600, The Pentagon, Washington, DC 20310, Telephone: Area Code 202/695-6028.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Office, Chief of Legislative Liaison OSA(SALL), Room 2C600, The Pentagon, Washington, DC 20301.

Written requests for information should contain the full name of the individual concerned, his current address and telephone number, the name of the Member of Congress who initiated the inquiry.

Visits are limited to Executive Services Division, SALL, The Pentagon, Washington, DC 20310.

For personal visits, the individual should be able to provide some acceptable identification (i.e., driver's license or employing office's identification card) and be able to give relevant verbal information that pertains to the records sought.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from SYSMANAGER.

RECORD SOURCE CATEGORIES:

Letter from the individual to a Congressman requiring HQDA to provide information to that Congressman.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0411.08aOSA

SYSTEM NAME:

411.08 Biographical Files of Members of Congress

SYSTEM LOCATION:

Office, Secretary of the Army, Chief of Legislative Liaison, Plans and Operations Branch.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current Members of U.S. Congress.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain biographical information on members of Congress, voting trends and committee memberships.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 1034.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Department of Army Congressional witnesses: To provide background information on Members of Congress before whom Army representatives may be testifying, in order to familiarize them with the members' attitudes towards the Department of Army.

Department of Army Congressional escorts: To provide background information on Members of Congress, in order to familiarize them in their official capacity as escorts to those members.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in looseleaf binders.

RETRIEVABILITY:

Filed alphabetically by last name of Member of Congress.

SAFEGUARDS:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened and cleared.

RETENTION AND DISPOSAL:

Records are temporary. They are retained only for the tenure of the Member of Congress.

SYSTEM MANAGER(S) AND ADDRESS:

The Chief of Legislative Liaison, Office, Secretary of the Army, The Pentagon, Wash., DC

NOTIFICATION PROCEDURE:

Information may be obtained from:
Office, Secretary of Army (SALL)
Chief, Plans and Operations Branch
Room 2C638, The Pentagon
Wash., DC 20310

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Office, Chief of Legislative Liaison, OSA(SALL), Room 2C638, The Pentagon, Washington, DC 20310, Telephone: Area Code 202/697-2417.

Written requests for information should contain the full name and state of representation of Member of Congress.

For personal visits, the Member should be able to provide acceptable identification such as driver's license or employment identification card.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Official public records, such as the Congressional Record, Congressional Quarterly Weekly Report, official transcripts of unclassified committee hearings, published proceedings of committee hearings, and the Congressional Staff Directory.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0412.01aDAAG

SYSTEM NAME:

412.01 Funeral Plans

SYSTEM LOCATION:

Decentralized Segments: Ceremonies and Special Events, United States (US) Army Military District of Washington, Ft L.J. McNair, Washington, DC 20319; and DOD Commands and installations supporting State, Official, and Special Military Funerals.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Government officials or service connected persons and dependent family members who are authorized a State, Official, Special Military, Full Honor, Simple Honor, or Dependent type funeral.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains letters, memorandums, maps, diagrams, ceremonial plans, and other related documents for military honors and/or funeral support for only those authorized individuals who have requested special arrangements for their funeral ceremony.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Ceremonies and Special Events, U.S. Army Military District of Washington, and supporting DOD Commands and installations. To maintain funeral plans or requests by only those authorized individuals who have requested special arrangements for their funeral ceremony; to facilitate coordination of military support for State, Official, Special Military, Full Honor, Simple Honor, Dependent type funerals.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file cabinets.

RETRIEVABILITY:

Filed alphabetically.

SAFEGUARDS:

Safes. Records are maintained in areas accessible only to authorized personnel who are properly screened.

RETENTION AND DISPOSAL:

Records are permanent. They are retained in the office of Ceremonies and Special Events.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Ceremonies and Special Events, US Army Military District of Washington, Ft L. J. McNair, Washington, DC 20319

NOTIFICATION PROCEDURE:

Information may be obtained from
Director, Ceremonies and Special Events
US Army Military District of Washington,
Ft L. J. McNair
Washington, DC 20319
Telephone: Area Code 202-693-0636.

RECORD ACCESS PROCEDURES:

Requests from the individual or designated representative should be made in person or addressed to: Director, Ceremonies and Special Events, US Army Military District of Washington, Ft L. J. McNair, Washington, DC 20319.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in AR 340-21.

RECORD SOURCE CATEGORIES:

Information obtained from the individual or designated representative.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0412.05aOSA

SYSTEM NAME:

412.05 Press Interest Reference Files

SYSTEM LOCATION:

Primary system: Public Information Division, Office of the Chief of Public Affairs, Headquarters, Department of the Army (HQDA) (SAPA-PI), Washington, DC 20310.

Decentralized Segments: New York Branch, Office of the Chief of Public Affairs, United States (US) Army, 663 Fifth Avenue, New York, NY; Los Angeles Branch, Office of the Chief of Public Affairs, US Army, 11000 Wilshire Boulevard, Suite 10104, Los Angeles, CA; Public Affairs Offices of major subordinate commands to HQDA; Headquarters First, Fifth, and Sixth Armies and major active installations worldwide; and Office, Chief of Engineers Public Affairs Office, and all Corps of Engineers field operating public affairs offices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active, retired, and discharged Army members and civilian employees who are, have been, or are likely to again become the subject of press interest.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain miscellaneous documents depending on the reason for the individual coming to the attention of the press. Most common items are query sheets, fact sheets, statements of service, serious incident reports, copies or extracts from investigative reports, news clippings, memoranda and correspondence relating to the individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To respond to queries from the press relating to the individuals concerned and from the Office of the Assistant

Secretary of Defense (Public Affairs) and other agencies or commands in the Army for information about the individuals, particularly with respect to the press interest displayed.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in security containers and are accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Records are maintained as long as individual seems likely to be a recurring subject of press interest. Records are routinely destroyed thereafter.

SYSTEM MANAGER(S) AND ADDRESS:

The Office of the Chief of Public Affairs, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from: Headquarters, Department of the Army, (SAPA-PI), Room 2E-641, The Pentagon, Washington, DC 20310; Telephone: Area Code 202/695-5136

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Headquarters, Department of the Army, (SAPA-PI), Room 2E-641, The Pentagon, Washington, DC 20310.

Written requests should include a notarized statement of identity.

Personal visits may be made to any of the three Army Public Affairs Offices (Washington, New York or Los Angeles). Presentation of acceptable identification required.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Query sheets and fact sheets filed by staff public affairs officers; statements of service from the US Army Military Personnel Center or National Personnel Records Center; serious incident reports through information channels from originating commands; clippings from published media; copies or extracts of investigative reports from investigating agencies to include US Army Inspector General, US Army Criminal Investigation Command, and US Army Assistant Chief of Staff for Intelligence and memoranda and correspondence from miscellaneous sources relating to the individual case.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0412.07DAJA

SYSTEM NAME:

412.07 Witness Appearance Files

SYSTEM LOCATION:

Litigation Division, Office of The Judge Advocate General, Department of the Army, Room 2D435, The Pentagon, Washington, DC 20310.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Witness requested by United States Attorneys for Federal Court proceedings.

CATEGORIES OF RECORDS IN THE SYSTEM:

Identification of witness by name and address; name and address of United States (US) Attorney requesting same; name and location of trial.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To locate and provide witnesses to United States Attorneys conducting trials on behalf of United States. Litigation Division, Office of The Judge Advocate General of the Army, Department of Justice, and United States Attorneys are involved.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

Various Federal buildings employ security guards. Records are maintained in file cabinets accessible only by authorized personnel who are properly instructed in the permissible use of the information.

RETENTION AND DISPOSAL:

Destroy after 2 years.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Litigation Division, Office of The Judge Advocate General, Department of the Army, Washington, DC 20310

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Staff Judge Advocate Office.

RECORD ACCESS PROCEDURES:

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to the Litigation Division, Office of The Judge Advocate General, Department of the Army, Room 2D435, The Pentagon, Washington, DC 20310.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Department of the Army Staff elements, Staff Judge Advocate offices at organizations listed in the Department of Defense (DOD) organizational directory, Records Center, St. Louis, Department of the Army Field Operating Agencies; Civil Service Commission; Department of Justice; US Attorneys, opposing counsel, Armed Forces Institute of Pathology.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0412.14aOSA

SYSTEM NAME:

412.14 Biography Files

SYSTEM LOCATION:

Primary System: Public Information Division, Office of the Chief of Public Affairs, Headquarters, Department of the Army, (SAPA-PI), Washington, DC 20310.

Decentralized Segments: New York Branch, Office of the Chief of Public Affairs, United States (US) Army, 663 Fifth Ave, New York, NY 10022; Los Angeles Branch, Office of the Chief of Public Affairs, US Army, 11000 Wilshire Blvd, Suite 10104, Los Angeles, CA 90024; public affairs offices of major Army commands and subordinate units; and Office, Chief of Engineers Public Affairs Office, and all Corps of Engineers field operating public affairs offices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Leading Department of the Army (DA) military and civilian personnel and other important personalities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain biographical material to include biographies, photographs, newspaper clippings, and related documents. Name, grade, social security number (SSN), and summary of service and outstanding achievements may also be shown.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To respond to queries from the press relating to individuals concerned and from other Army agencies or commands for information about the individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

File areas are locked when not occupied by supervisory personnel. Only authorized personnel are allowed access to files.

RETENTION AND DISPOSAL:

Records are maintained for 2 years following retirement, transfer, separation, or death of the individual concerned.

SYSTEM MANAGER(S) AND ADDRESS:

Commander/supervisor of organization maintaining biographical data.

NOTIFICATION PROCEDURE:

Information may be obtained from commander/supervisor of organization to which the individual is assigned or employed. Individual must provide full name.

RECORD ACCESS PROCEDURES:

Requests should be addressed to appropriate commander or supervisor. Official mailing addresses are in the Department of Defense Directory in the appendix to the Department of the Army system notices.

Written requests should include full name of individual and SSN.

For personal visits, individual must be able to provide acceptable identification such as driver's license, military or civilian identification card.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Clippings from published media, published biographical data from DA and other agencies and commands.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0412.18aOSA

SYSTEM NAME:

412.18 Correspondence (Civilian Aides to the Secretary of the Army)

SYSTEM LOCATION:

Office, Staff Coordinator for Civilian Aides to the Secretary of the Army Program, Office of the Chief of Public Affairs, Office of the Secretary of the Army (OSA), public affairs offices of major and subordinate commands to Headquarters, Department of the Army and Headquarters First, Fifth, and Sixth Armies.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian Aides actively affiliated with the Civilian Aides Program.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain correspondence between the Secretary of the Army and Civilian Aides currently active with the Civilian Aides Program.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Staff Coordinator, Civilian Aides Program, Office of the Chief of Public Affairs: To maintain a record of correspondence.

OSA: Recipient of correspondence.

Department of Army Staff Agencies: To coordinate requests, provide information, and accomplish tasks.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of Civilian Aide.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in security containers and are accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Retained during tenure of individual Civilian Aide and destroyed thereafter.

SYSTEM MANAGER(S) AND ADDRESS:

Office, Secretary of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from: Office, Secretary of the Army (SASA-CA), Room 2E-673, The Pentagon, Washington, DC 20310, Telephone: Area Code 202/697-8948.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Office, Secretary of the Army (SASA-CA), Room 2E-673, The Pentagon, Washington, DC 20310.

Written requests for information should contain the full name of the individual, current address, and telephone number.

For personal visits the individual should provide acceptable identification such as driver's license or employee identification card.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Activities of a personal nature provided by the individual in connection with his duties as a Civilian Aide to the Secretary of the Army; and correspondence originated by SYSMANAGER in reply or providing information.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0501.02aDAMO

SYSTEM NAME:

501.02 Security Issues Symposium

SYSTEM LOCATION:

Strategic Studies Institute, US Army War College, Carlisle Barracks, PA 17013

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilians of Department of Defense (DOD), other executive departments, and academic institutions invited to attend annual Security Issues Symposium; military and civilian members of the United States (US) Army War College preparing papers for presentation at the Symposium.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, position title, rank, office telephone, title of paper, arrival/departure plan information, milestone dates in preparation of papers, and related data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Development of routine listings on status of invitations/acceptances and preparation of papers.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in computer storage. Password known only to SYSMANAGER staff required to access file. Hard copy distributed to Command element and principal staffs.

RETRIEVABILITY:

Retrieved by name, status, or title of paper.

SAFEGUARDS:

Computer file is accessible only to SYSMANAGER staff; hard copy is provided to authorized individuals only.

RETENTION AND DISPOSAL:

Current data is maintained while effective, normally 3 to 5 years.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Support Group, Strategic Studies Institute, US Army War College, Carlisle Barracks, PA 17013

NOTIFICATION PROCEDURE:

Information may be obtained from SYSMANAGER.

RECORD ACCESS PROCEDURES:

Information may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Official rosters, personal communications

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0501.02bDAAG

SYSTEM NAME:

Vendor Misconduct/Fraud/Mismanagement Information Exchange Program

SYSTEM LOCATION:

Primary System is at Headquarters, Department of the Army, Office of The Adjutant General, Club and Community Activities Management Directorate, Washington, DC 20310.

Decentralized segments exist at other Army activities and nonappropriated fund instrumentalities' management and procurement offices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals whose names are contained in reports of vendor misconduct, fraud, or mismanagement.

CATEGORIES OF RECORDS IN THE SYSTEM:

Names of individuals; companies represented; and reports of misconduct, fraud or mismanagement in procurement efforts concerning military installations/activities (see 'Record Source Categories').

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012(g).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide management officials of nonappropriated fund activities and commissaries with timely and useful information regarding incidents of vendor misconduct, fraud, and/or mismanagement and of individuals involved in such incidents through the collection, exchange and dissemination of relevant information to the Army, Navy, Air Force, and Marine Corps so as to permit informed responsible procurement decisions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Alphabetically by individual, vendor, or company name.

SAFEGUARDS:

Records are retained in combination lock file safes when not under personal supervision of responsible officials.

RETENTION AND DISPOSAL:

Destroyed two years after final determination is made on case.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army (DAAG-CMP-S), Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Individuals may submit written requests for information to either the SYSMANAGER or appropriate decentralized record custodian and should contain the full name of the individual or company, current address, including telephone number, and other information which will identify the record sought.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Copies of reports of audits, inspections, administrative investigations (e.g., Army Regulation 15-6 Board of Officers Proceedings); summaries of criminal reports issued pursuant to Defense Acquisition Regulation 1-608 received from the Inspector General, The Auditor General, The Judge Advocate General, The Deputy Chief of Staff for Personnel, The Deputy Chief of Staff for Logistics (TSA Commissary Operations), US Army

Criminal Investigation Command, major Army commands, Army and Air Force Exchange Service, Departments of the Navy and Air Force, US Marine Corps, and Regional Offices and Central NAF Procurement Offices of the Adjutant General's Office.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0501.08eUSACIDC

SYSTEM NAME:

501.08e Informant Register

SYSTEM LOCATION:

Primary System: Operations Directorate, Headquarters (HQ), United States (US) Army Criminal Investigation Command (USACIDC), 5611 Columbia Pike, Falls Church, VA 22041.

Decentralized Segments: USACIDC subordinate elements which exercise local administrative and technical control of informants; official mailing addresses are in the Department of Defense directory in the Appendix.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals, civilian or military, who are utilized as informants by USACIDC elements. 'Casual' informants, persons who walk in on a one time basis, are not documented at HQ, USACIDC primary system.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain cross indexed code numbers; name, race, military occupational specialty (MOS), sex, date and place of birth, home of record, educational level, area of utilization, civilian employment, handler, letters, vouchers, personal history, performance, citizenship, marital status, physical descriptions, criminal history, expertise, talents, actions taken and other related personal data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012(g).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Operations Directorate, HQ USACIDC, and the operational field elements of USACIDC: to monitor performance and reliability, to check the utilization of informants by subordinate USACIDC elements when the informant has been transferred, to maintain an accounting of expenditures connected with the informant, to answer Congressional inquiries concerning misuse or mistreatment of informants or those who claim they were not informants, and to document fear-of-life transfers for military personnel informants.

Information concerning USACIDC informants is provided to the below listed agencies, components, or bureaus for the purposes of criminal investigative liaison and enforcement of criminal laws, civil court or administrative action for the identification and correction of situations indicative of criminal activity, analyzing modus operandi, and detection of organized criminal activity:

Department of Defense staff and subordinate elements.

Department of the Army staff, major commands and subordinate elements.

Department of the Air Force staff, major commands and subordinate elements.

Department of the Navy staff, major commands and subordinate elements.

US Congress

US Immigration and Naturalization Bureau

Department of Justice

Federal Bureau of Investigation

National Security Agency

US Secret Service

US Marshal Service

US Postal Service

Department of the Treasury

Internal Revenue Service

Alcohol, Tobacco, and Firearms-Department of the Treasury

US Customs

US Department of State

Interpol

Central Intelligence Agency

Drug Enforcement Administration

Counsel of Governments, Washington, DC Metropolitan Area

Defense Supply Agency

Defense Investigative Service (DIS): in addition, limited data are supplied for use in the Defense Central Index of Investigations which is managed by DIS.

Naval Investigative Service

Office of Special Investigations

Civil Service Commission

Federal Aviation Administration

Department of Agriculture

Defense Communications Agency

Defense Security Agency

Defense Nuclear Agency

Law Enforcement Assistance Association

Federal Prison Service

US Coast Guard

US Department of Transportation

Social Security Administration

Selective Service Commission

US Department of Commerce

Food and Drug Administration

Agency for International Development

US Park Police

US Capitol Police

Executive Protective Services

US Department of Labor

Federal Communications Commission

Federal Deposit Insurance Corporation

Federal Trade Commission

General Accounting Office

General Services Administration

US Department of the Interior

Interstate Commerce Commission

Securities and Exchange Commission

Housing and Urban Development

US Marines

Defense Intelligence Agency

Defense Mapping Agency

Defense Security Assistance Agency

Defense Civil Preparedness Agency

Defense Advance Research Project

Defense Contract Audit Agency

Foreign nations under the provisions of Status of Forces Agreements, Treaties, or formal or informal executive agreements; or for purpose of criminal investigative liaison.

Various state and local criminal law enforcement units, departments, or agencies.

Criminal law enforcement means any activity pertaining to crime prevention, control, or reduction or enforcement of the criminal law, including, but not limited to, police effort to prevent, control, or reduce crime, or to apprehend criminals, activities of courts having criminal jurisdiction and related agencies, activities of corrections, probation or parole authorities, and programs relating to the prevention, control, or reduction of juvenile delinquency or narcotic addiction.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Card files and paper records in file folders.

RETRIEVABILITY:

Records are retrieved by the individual's name, military occupational specialty (MOS), or code number.

SAFEGUARDS:

HQ USACIDC buildings employ security guards, files are stored in locked containers during non-duty hours and are accessible only by the Informant Register Officer and an alternate.

USACIDC subordinate elements generally maintain a 24 hour duty officer, store the files in locked containers during non-duty hours and permit access only by Field Office Commander and the individual informant handler.

RETENTION AND DISPOSAL:

3 years, or permanent.

SYSTEM MANAGER(S) AND ADDRESS:

The Commander, Headquarters (HQ), US Army Criminal Investigation Command (USACIDC), 5611 Columbia Pike, Falls Church, VA 22041.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander
USACIDC
ATTN: CIJA-RI
5611 Columbia Pike, Falls Church, VA 22041.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, USACIDC, ATTN: CIJA-RI, 5611 Columbia Pike, Falls Church, VA 22041.

Written request for information should contain the full name of the individual, address, date of birth. Personal visits should be made to: Office of the Staff Judge Advocate-Release of Information, USACIDC, 5611 Columbia Pike, Falls Church, VA, 22041.

For personal visits, the requesting individual must present positive identification, such as a driver's license or other identification card with a photograph, in addition to the information required for written requests.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER, ATTN: CIJA-RI.

RECORD SOURCE CATEGORIES:

The military personnel records if the informant is in the military, or the civilian personnel records if the person is a civilian employee.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552 a (j) or (k), as applicable. For additional information, contact the System Manager.

A0501.10DAMI

SYSTEM NAME:

501.10 Counterintelligence Research File System (CIRFS)

SYSTEM LOCATION:

Counterintelligence Production Division, Intelligence and Threat Analysis Center, United States Army Intelligence and Security Command (USAINSCOM), Arlington Hall Station, Arlington, VA 22212.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have come to the attention of the US Army counterintelligence community during the course of intelligence operations or normal mission requirements.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains reports employed by the United States intelligence community and, in some cases, photographs of the individual. File is random in structure and personalities are coded for retrieval by a computerized index.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide a quick reference file to support the Assistant Chief of Staff for Intelligence and to provide the counterintelligence desk analyst a working tool for study of historical and current intelligence material for possible trends in the state of the art.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Microfilmed reels in cassettes and indexed on computer diskpack.

RETRIEVABILITY:

Microfilmed in random order. Retrieved by personality name via computer index which identifies the reel and document location containing the requested name.

SAFEGUARDS:

Building protected by security guards and storage point electronically monitored for illegal entry. Computerized index is access controlled by a code word that is issued only to properly screened, cleared and trained personnel. Code word is presently held only by the Assistant Chief of Staff for Intelligence and issued only to the team of a group conducting a screening operation of the CIRFS.

RETENTION AND DISPOSAL:

Records are permanent. They are photographed onto microfilm and the original document destroyed. The file is presently being screened for identification of documents no longer needed and selected documents are being destroyed at the direction of the Assistant Chief of Staff for Intelligence, Headquarters, Department of the Army, the Pentagon, Washington, DC

SYSTEM MANAGER(S) AND ADDRESS:

The Assistant Chief of Staff for Intelligence, Department of the Army, Washington, DC.

NOTIFICATION PROCEDURE:

Information may be obtained from: Deputy Commander, United States Army Intelligence and Security Command, ATTN: IACSF-FI, Ft Meade, MD 20755; Telephone: Area Code 301/677-4742/3.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Deputy Commander, United States Army Intelligence and Security Command, ATTN: IACSF-FI, Ft Meade, MD 20755.

Written requests for information must contain the full name and social security number of the individual, current address, and telephone number.

For personal visits, the individual should be able to furnish acceptable identification and give verbal information that could be verified from his file card.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information obtained from investigative reports of the Defense Investigative Service, USAINSCOM, other Federal and Department of Defense investigative and law enforcement agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under Title 5 U.S.C., Section 552a (k)(1)(2) or (5), as applicable. For additional information, contact the SYSMANAGER.

A0502.03aDAMI

SYSTEM NAME:

502.03a Intelligence Collection Files

SYSTEM LOCATION:

United States Army Intelligence and Security Command (USAINSCOM), Ft Meade, MD 20755.

Decentralized segments located at USAINSCOM groups, field stations, battalions, detachments, field offices and resident offices stationed worldwide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who qualified and may be accepted for sensitive intelligence duties with the US Army.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain documents which describe the requirements, the objectives, the approvals, the implementation, the reports, and the results of Department of the Army (DA) sensitive intelligence activities.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, 2,3,4,5,6,7,8,9 and 14; Title 10 U.S.C., Section 3012 (b)(c)(g); National Security Act of 1947 as amended.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used to support contingency planning and military operations.

Information is used by Department of the Army, Department of Defense, Federal Bureau of Investigation, Central Intelligence Agency, and the Defense Intelligence Agency.

Information may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of DOD military and civilian personnel and other countries where there are routine reciprocal exchange of information.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and visible, vertical card files. Automated data processing records on disk with video display of individual source records on cathode ray tube.

RETRIEVABILITY:

Filed alphabetically by last name, numerically by source and numerically by project number.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly cleared, and have a need-to-know for the information. Automated media are protected by authorized code word for access to system, controlled access to operations rooms, and controlled input distribution.

RETENTION AND DISPOSAL:

Records are permanent and retained in active file until no longer needed then retired to the Investigative Records Repository, USAINSCOM, Ft Meade, MD 20755.

SYSTEM MANAGER(S) AND ADDRESS:

The Assistant Chief of Staff for Intelligence, Department of the Army, The Pentagon, Washington, DC 20310

NOTIFICATION PROCEDURE:

Information may be obtained from:
Deputy Commander, United States Army Intelligence and Security Command,
ATTN: IACSF-FI, Ft Meade, MD 20755;
Telephone: Area Code 301/377-4742/3.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to:
Deputy Commander, United States Army Intelligence and Security Command,
ATTN: IACSF-FI, Ft Meade, MD 20755.

Written requests for information must contain the full name and Social Security Number of the individual, current address, and telephone number.

For personal visits, the individual should be able to furnish acceptable identification and give verbal information that could be verified from his file.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and for appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Applications and related information is obtained from the individual investigative reports of Defense Investigative Service, USAINSCOM, and other Federal and DOD investigative and law enforcement agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under Title 5 U.S.C., Section 552a (k)(1) or (5), as applicable. For additional information, contact the SYSMANAGER.

A0502.03bDAMI

SYSTEM NAME:

502.03b Technical Surveillance Index

SYSTEM LOCATION:

Decentralized locations at Investigative Records Repository, Headquarters (HQ), United States Army Intelligence and Security Command (USAINSCOM) Ft Meade, MD; Systems Division, Office of the Deputy Chief of Staff, Intelligence, HQ, United States Army Europe and Seventh Army (USAREUR), Heidelberg, W. Germany; Office of the Deputy Chief of Staff for Personnel, Headquarters, Department of the Army (HQDA), The Pentagon; and Crimes Records Directorate, Ft Holabird, MD.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons whose conversations have been intercepted during technical surveillance operations conducted by, or on behalf of the Army.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's name and citizenship, any associated telephone number or radio call sign; location, date, and time of the surveillance activity, and the source document.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 18 U.S.C., Sections 2510-2520 and 3504.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Use limited to Motions for Discovery, Military Courts-Martial, Privacy Act Requests, and Congressional inquiries.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tapes and paper records.

RETRIEVABILITY:

USAREUR segment utilizes a computerized retrieval system using name, address, telephone number or case designation. Other segments are retrieved manually by name, address, telephone number or case designation.

SAFEGUARDS:

Access to buildings are controlled by security guards. Records are maintained in General Services Administration approved security containers, physically separated from other materials, and are accessible only to authorized personnel who are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

The Assistant Chief of Staff for Intelligence, Headquarters, Department of the Army (DAMI-CIS), The Pentagon, Washington, DC 20310

NOTIFICATION PROCEDURE:

Information may be obtained from:
Headquarters, Department of the Army,
(DAMI-CIS), Room 2D481,
The Pentagon,
Washington, DC 20310;
Telephone: Area Code 202/695-4474.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the appropriate decentralized repository.

Written requests for information should contain the full name of the individual, current address, and telephone number.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from HQDA (DAMI-DOS) Washington, DC 20310.

RECORD SOURCE CATEGORIES:

Army and other investigative agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under Title 5 U.S.C., Section 552a (k), (1), (2), or (5), as applicable. For additional information, contact the SYSMANAGER.

A0502.08aDAMI

SYSTEM NAME:

502.08a Badge and Credential Files

SYSTEM LOCATION:

United States Army Intelligence and Security Command (USAINSCOM), Ft Meade, MD 20755.

Decentralized Segments: Each USAINSCOM group, field station, battalion, detachment, field or resident office having assigned personnel who possess Military Intelligence Badges and Credentials (B&C).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who currently possess or in the past possessed Military Intelligence B&C.

CATEGORIES OF RECORDS IN THE SYSTEM:

Card file containing the name, social security number (SSN), rank, and B&C number of each person who has been issued Military Intelligence (B&C). This card file is an index to a numerical filing system consisting of envelopes having a B&C status and Control Card (MIIA form 70) attached which contains the name of the individual, B&C number, component (military or civilian), military occupational specialty (MOS), clearance of civilian, authority for issue, and comments which indicate the history of the B&C keyed to the individuals having been assigned the B&C.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, Sections 2,3,4,5,6,7,8,9, and 14; Title 10 U.S.C., Section 3012(b)(c)(d) and (g); National Security Act of 1947, as amended.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purpose of system is to maintain control and accountability over Military Intelligence B&C.

USAINSCOM uses system to maintain strict control and accountability over all B&C; to conduct periodic inventories; to determine SSN, rank, and/or location of B&C possessors or expossessors; and to determine whether individuals have B&C.

Federal investigative and/or intelligence agencies on occasion use the file to ascertain if an individual legally possesses B&C.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Card files.

RETRIEVABILITY:

Filed alphabetically by last name of possessor of B&C.

SAFEGUARDS:

Primary system is maintained in buildings employing security guards. Records are maintained in area accessible only to authorized personnel who are properly cleared and trained.

RETENTION AND DISPOSAL:

Records are maintained indefinitely. Destruction is authorized by Central Custodian of the B&C.

SYSTEM MANAGER(S) AND ADDRESS:

The Assistant Chief of Staff for Intelligence, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Deputy Commander,
United States Army Intelligence and Security Command,
ATTN: IACSF-FI, Ft Meade, MD 20755;
Telephone: Area Code 301/677-4742/3.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Deputy Commander, United States Army Intelligence and Security Command, ATTN: IACSF-FI, Ft Meade, MD 20755.

Written requests for information must contain the full name and SSN of the individual, current address, and telephone number.

For personal visits, the individual should be able to furnish acceptable identification and give verbal information that could be verified from his file card.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

United States Army personnel and security records and United States Army Orders.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0502.10aDAMI

SYSTEM NAME:

502.10 USAINSCOM Investigative Files System

SYSTEM LOCATION:

United States Army Intelligence and Security Command, (USAINSCOM), Ft Meade, MD 20755.

Decentralized Segments located at USAINSCOM groups, field stations, battalions, detachments, and field offices stationed worldwide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel of the United States (US) Army to include active duty, National Guard members, reservists and retirees; civilian employees of the Department of the Army (DA), to include contract, temporary, part time, advisory, and volunteer, including citizen and alien employees located both in the US and in oversea areas; industrial or contractor personnel who are civilians working in private industry for firms which have contracts involving access to classified Department of Defense (DOD) information; aliens granted limited access authorization to US Defense information; DOD alien personnel investigated for visa purposes; individuals about whom there is a reasonable basis to believe that they are engaged in, or plan to engage in, activities such as (1) theft, destruction, or sabotage of ammunition, equipment, facilities, or records belonging to DOD units or installations, (2) possible compromise of classified defense information by unauthorized disclosure or by espionage, (3) subversion of loyalty, discipline or

morale of DA military or civilian personnel by actively encouraging violation of lawful orders and regulations or disruption of military activities, (4) demonstrations on active or reserve Army installations or immediately adjacent thereto which are of such character that they are likely to interfere with the conduct of military operations, (5) direct threats to DOD military or civilian employees regarding their official duties or to other persons authorized protection by DOD resources, and (6) activities or demonstrations endangering classified defense contract facilities or key defense facilities of the Panama Canal approved by Headquarters, Department of the Army; certain non-DOD affiliated persons whose activities involve them with the DOD, namely, activities involving requests for admission to DOD facilities or requests for certain information regarding DOD personnel, activities, or facilities; persons formerly affiliated with the DOD; persons who applied for or are/were being considered for employment with or access to DOD such as applicants for military service, pre-inductees and prospective contractors; visa applicants, individuals residing on, having authorized official access to, or conducting or operating any business or other function at any DOD installation and facility; and USAINSCOM sources.

CATEGORIES OF RECORDS IN THE SYSTEM:

Requests for investigation and attachments thereto such as personal history statements; fingerprint cards; personnel security questionnaire; waivers for release of credit; medical and/or educational records; and National Agency check requests.

Investigations conducted by USAINSCOM or other DOD, Federal, State or local investigative agency to include: National Agency checks; local agency checks; military records; birth records; employment records; education records; credit records; interviews of education, employment, and credit references; interviews of listed and developed character references; interviews of neighbors; documents which succinctly summarize information in subjects investigative file; case summaries prepared by both investigative control offices and requesters of investigation interrogation reports; correspondence pertaining to the investigation or its adjudication by clearance authority to include: (1) information which reflects the chronology of the investigation and adjudication, (2) all recommendations regarding the future status of the subject, (3) actions of security/loyalty review boards, (4) final actions/determinations made regarding the subject, and (5) security clearance, limited access authorization, or security determination; index tracing reference which contains aliases and nee names of the subject and names of co-subjects; USAINSCOM form indicating dossier has been reviewed and all material therein conforms to DOD policy regarding retention criteria; USAINSCOM form to indicate material has been removed and forwarded to the Defense Investigative Service (DIS); security termination statements; notification of denial, suspension, or revocation of clearance; record of USAINSCOM agent case assignments; reports of casualty, biographic data concerning Army personnel who are missing or captured; cross reference sheets which indicate the removal of investigative documents requiring limited access.

Case control and management documents that serve as the basis for conducting the investigation. This includes documents requesting the investigation; background data such as personal history statement, fingerprint cards, National Agency check requests, and release statments; and documents used in case management and control such as lead sheets, other field tasking documents, and transfer forms.

Card index of personnel investigations/operations which are under controlled access, to include USAINSCOM personnel, file procurement officers, and sensitive counter-espionage, counter-sabotage, and counter-subversion investigations and/or operations.

Accession file maintained to keep record of all persons and agencies authorized to receive Investigative Records Repository (IRR) Files.

Microfilm index and catalogue file, which is an index to all investigative holdings contained in microfilmed investigative records.

Investigative index card file record system maintained to keep a permanent record of all dossiers charged out of USAINSCOM on loan to user agencies or on permanent transfer to DIS.

Document account record or dossiers of their reproductions or microfiche files forwarded from and returned to USAINSCOM.

Card file and paper listing of all personnel under Army cognizance, whose clearances have been revoked. File contains individual's name, date and place of birth, social security number (SSN), coded reason for revocation, and name of agency which designated the revocation.

File containing a record of all favorable IRR dossiers destroyed because no action has transpired in the file within the past 15 years. File consists of either the last clearance certificate contained in the dossier or, if no clearance certificate exists, a summary card containing the name of the individual, his date and place of birth, his SSN, or Army service number, date and type of investigation, and the name of the agency which conducted the investigation.

Records accounting for the disclosure of USAINSCOM investigative material made outside the US Army.

Summaries of release actions under the Freedom of Information Act (FOIA) and the Privacy Act (PVA) of 1974.

Card file containing a summary of all actions taken by the USAINSCOM in the conduct of security adjudication.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, Sections 2,3,4,5,6,7,8,9 and 14; Title 10 U.S.C., Section 3012(b)(c)(g); National Security Act of 1947, as amended; Executive Order 11652, Sections 1,2,3,4,5,6,7,8,9,10 and 12.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purposes for which information in the system is collected are as follows:

To conduct personnel security investigations (PSI). A PSI is an inquiry into the activities of the individual which is designed to develop pertinent information pertaining to his suitability for a position of trust. Information is compiled on loyalty, character, emotional stability, trustworthiness, and reliability to insure that an individual's access or continued access to defense information, entry to restricted areas, access to nuclear weapons, security eligibility or acceptability for assignments to or retention in sensitive civilian positions and acceptance or retention as a member of the Armed Forces is clearly consistent with the interest of national security.

To provide protective services when authorized by the Secretary of Defense for the DOD Distinguished Visitors Protection Program. The objective of this program is to provide physical protection for distinguished foreign visitors of DOD and the military departments and high ranking members of DOD and its agencies, and to assist the U.S. Secret Service in its protective functions.

To conduct special investigations as authorized by the Secretary of the Army,

which are counterintelligence investigations concerning highly sensitive matters and highly placed persons within the DOD and its agencies.

To conduct limited reciprocal investigations on receipt of an official request from Federal law investigative agencies. These investigations involve the review of DA and military records.

Categories of users of USAINSCOM investigative files are:

USAINSCOM personnel in the course of their official duties.

Other DOD investigative elements, DOD agencies and elements of the Military Departments designated by the departments in official directives or regulations, and accredited representatives of the Secretary of Defense and the Joint Chiefs of Staff.

Accredited Federal criminal and civil law enforcement agencies including those responsible for conducting their own investigations as to suitability for employment or access of current or potential employees formerly affiliated with the DOD.

Other accredited Federal agencies serviced by the Civil Service Commission but with a need to evaluate the suitability of potential employees formerly affiliated with the DOD.

Congress, including the General Accounting Office.

Veterans Administration.

Specific uses of USAINSCOM Investigative Files are:

To determine the loyalty, suitability, eligibility, and general trustworthiness of individuals for assignment or appointment to sensitive military duties or to critical sensitive civilian positions by the first four categories of users, above.

To determine the eligibility and suitability of individuals for entry and retention in the Armed Forces by the first and second category of users, above.

To provide information for ongoing security and suitability investigations being conducted by Federal agencies, by the first three categories of users, above.

To provide information to assist Federal agencies in the administration of criminal justice and prosecution of offenders by the first three categories of users, above.

To provide information in judicial or adjudicative proceedings including litigation, or in accordance with a court order by the first three categories of users, above.

To make statistical evaluations of investigative activities by all categories of users, above.

To respond to legitimate FOIA and PVA access requests by the first category of users, above.

To provide information in response to Inspector General, Equal Employment Opportunity, other complaint investigations and Congressional inquiries by the first and fifth categories of users, above.

To determine the eligibility and suitability of an individual for favorable personnel actions in the Armed Forces of the United States, to include Reserve and National Guard. Unfavorable information may be used as appropriate by personnel decision managers in first and second category of users, above.

For use in alien admission and naturalization inquiries conducted under Section 105 of the Immigration and Nationality Act of 1952, as amended, by the third category of users, above.

For use in benefit determinations by the sixth category of users, above.

The distribution of investigative information to other DA activities or outside agencies is based on this agency's evaluation of their needs and the relevance of the information to the use for which it is provided. Information collected for one purpose is not automatically used for the other purposes or by the other users indicated in this description. Transfer of information from this record system to other DOD components is regarded as a routine intra-agency use under the provisions of Title 5 U.S.C., Section 552a(b)(1).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Upon receipt of a valid request for an investigation, the request package is given a control number and placed in a case folder (paper record) together with identification data concerning the subject of the request for investigation and the control number. The request is entered into an automatic data processing (ADP) system (USAINSCOM case control system), which is designed to provide statistical data and case control management information on the number and types of investigations that are opened, currently pending, and closed in USAINSCOM. This ADP system triggers automatic requests upon the Defense Central Index of Investigations (DCII), a master index that holds reference to all DOD investigations conducted by USAINSCOM and the Military Services investigative file repositories. If there are files on the subject, a request is generated by USAINSCOM upon the appropriate repository. Upon review of the request package and other investigative files retrieved through DCII, investigative requirements are then determined by the USAINSCOM Control Office and investigative leads are dispatched to the USAINSCOM field elements and other pertinent Governmental investigative agencies. Upon receipt of the investigative leads at the field level, a duplicate investigative file is prepared by the receiving DIS field element. This file contains investigatory report and case control material pertaining only to the specific investigative leads assigned to the controlling field element. At this point the USAINSCOM investigative file enters into a pending status. During this pending status investigative reports are prepared by USAINSCOM field elements and sent to the control office, based upon record and interview data obtained during the investigation. Upon completion of the investigation, the closed investigative file held by the USAINSCOM Control Office is forwarded thru the IRR to the requestor of the investigation. Upon receipt, the requestor adjudicates the investigation and returns it to the IRR for retention. The duplicate files prepared by USAINSCOM field elements are destroyed 120 days after the closing.

STORAGE:

Paper records in file folders, rolled microfilm, and microfiche.

RETRIEVABILITY:

File folders are maintained in terminal digit order by regular dossier number and SSN. In order to obtain the dossier number of the subject at least one personal identifier is required. For those subjects who have no identifying data such as date of birth, military service number or SSN, the name only index is searched. Additionally, a non-standard search is required. The name only index will provide a subject's name and dossier number only. The non-standard search will provide a listing of all subjects with identifying data. In these instances, some other identifying data must be furnished such as address. Dossiers possibly identical with the subject may be forwarded to the requester.

Microfiche files are maintained in duplicate copy in separate locations in Microfilm Division, IRR. The records are maintained in terminal digit order according to regular dossier number or SSN.

Microfilm records are retrieved by name or dossier number.

SAFEGUARDS:

Building 4552, which houses the IRR, is under 24-hour guard and accessible only to authorized personnel. Only individuals accredited as file procurement officers may obtain and review IRR investigative records. Subordinate USAINSCOM elements and other official requesters are required to have General Services Administration-approved containers for the storage of investigative files. Certified mail is used to forward any investigative files to official requesters of USAINSCOM subordinate elements.

RETENTION AND DISPOSAL:

Personnel Security Investigative Files may be retained for 15 years after last action reflected in the file, except that files which resulted in adverse action against the individual will be retained permanently. However, once affiliation is terminated, acquiring and adding material to the file is prohibited unless affiliation is renewed.

SYSTEM MANAGER(S) AND ADDRESS:

The Assistant Chief of Staff for Intelligence, Headquarters, Department of the Army, the Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from
Deputy Commander
United States Army Intelligence and Security Command
ATTN: IACSF-FI
Ft Meade, MD 20755
Telephone: Area Code 301/677-4742/3.

RECORD ACCESS PROCEDURES:

Requests should be sent to: Deputy Commander, United States Army Intelligence and Security Command, ATTN: IACSF-FI, Ft Meade, MD 20755.

Written requests for information should contain the full name of the individual, SSN, previous service number (if any), current address, and telephone number. Visits are limited to Building 4552, Ft Meade, MD 20755.

For personal visits, the individual should be able to provide acceptable identification (e.g. driver's license, employing office's identification card) and give verbal information that could be verified with his 'case' folder.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

DOD and Military Department records; Federal Agency records; State, county, and municipal records; employment records of private schools, colleges, universities, technical and trade schools; hospital records; real estate agencies; credit bureaus, loan companies, credit unions, banks, and other financial institutions which maintain credit information on individuals; Transportation companies (airlines, railroads, etc.); Other private records sources deemed necessary in order to complete an investigation; Miscellaneous records such as: telephone directories; city directories; Who's Who in America; Who's Who in Commerce and Industry; Who Knows What - A listing of experts in various fields; American Medical Directory; Martindale-Hubbell Law Directory; US Postal Guide; Insurance Directory; Dunn and Bradstreet; and The US Army Register; any other type of miscellaneous record deemed necessary to complete the USAINSCOM investigation; the interview of individuals who have knowledge of the subject's background and activities; the interview of witnesses; the interview of victims; the interview of confidential sources; and the interview of other individuals deemed necessary to complete the USAINSCOM investigation.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under Title 5 U.S.C., Section 552a(k)(1), (2) or (5), as applicable. For additional information, contact the SYSMANAGER.

A0503.03aDAMI

SYSTEM NAME:

503.03a Department of the Army Operational Support Activities Files

SYSTEM LOCATION:

United States Army Intelligence and Security Command, (USAINSCOM), Ft Meade, MD 20755.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Selected members of the US Army and civilian employees of the Department of the Army (DA) who participate in and have received support for conducting US Army intelligence and counterintelligence duties. Included are personnel of other Federal agencies who have requested and received support from appropriate authority.

CATEGORIES OF RECORDS IN THE SYSTEM:

Card file with Automatic Data Processing (ADP) index of individuals who have received support from DA in completing specialized duties within the Army's intelligence and counterintelligence activities.

Card files and duplicate ADP files of individuals indicating any identity and other data which may be used to identify them in their support of DA's intelligence and counterintelligence activities.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, Sections 2,3,4,5,6,7,8,9 and 14; Title 10 U.S.C., Section 3012(b) (c) (g); National Security Act of 1947 as amended.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To maintain within records which identify individuals performing duties in DA specialized intelligence and counterintelligence assignments data to support or refute any possible future claim of the individual to the US Government.

To facilitate administrative actions by providing a reference to names and identities.

To manage individual's career while he is assigned to duties in support of the Army's intelligence and counterintelligence functions. Records provide reference during individual's period of assignment.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, vertical card file, ADP printouts, ADP diskpack.

RETRIEVABILITY:

Filed alphabetically by last name of individual. ADP files by Social Security Number (SSN).

SAFEGUARDS:

Material is stored in General Services Administration (GSA) containers approved for the storage of secret material. Building in which material is stored is locked during hours of nonoccupancy.

ADP files are access controlled by a codeword issued only to properly screened, cleared, and trained personnel.

RETENTION AND DISPOSAL:

Files are maintained permanently.

SYSTEM MANAGER(S) AND ADDRESS:

The Assistant Chief of Staff for Intelligence, Department of the Army, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from:

Deputy Commander, United States Army Intelligence and Security Command,
ATTN: IACSF-FI, Ft Meade, MD 20755;
Telephone: Area Code 301/677-4742/3.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to:
Deputy Commander, United States Army Intelligence and Security Command,
ATTN: IACSF-FI, Ft Meade, MD 20755.

Written requests for information must contain the full name and (SSN) of the individual, current address, and telephone number.

For personal visits, the individual should be able to furnish acceptable identification and give verbal information that could be verified from his file card.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Applications and related information is obtained from the individual; investigative reports of Defense Investigative Service, USAINSCOM, and other Federal and Department of Defense investigative and law enforcement agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under Title 5 U.S.C., Section 552a (k) (l), (2) or (5), as applicable. For additional information, contact the SYSMANAGER.

A0503.06aDAMI

SYSTEM NAME:

Counterintelligence Operations Files

SYSTEM LOCATION:

Primary System: US Army Intelligence and Security Command, Fort Meade, Maryland 20755.

Decentralized Segments: Locations of the US Army Intelligence and Security Command's decentralized segments may be obtained from the Appendix to the last Federal Register compilation of Army system notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active and Retired Military Personnel, Department of Defense (DOD) affiliated civilians including contractor personnel employed by civilian firms having defense contracts, and individuals not affiliated with the Department of Defense only if there is a reasonable basis to believe that one or more of the following situations exist: Theft, destruction or sabotage of weapons, ammunition, equipment, facilities or records belonging to DOD units or installations. Possible compromise of classified defense information by unauthorized disclosure or by espionage. Subversion of loyalty, discipline or morale of Department of the Army military or civilian personnel by actively encouraging violation of laws, disobedience of lawful orders and regulations, or disruption of military activities. Demonstrations on active or reserve Army installations or demonstrations immediately adjacent to them which are of such a size or character that they are likely to interfere with the conduct of military activites. (Armed Forces Induction Centers, US Army Recruiting Stations located offpost and facilities of Federalized National Guard Units are considered to be active DOD installations. For the purpose of the sub-paragraph, Reserve Officer Training Corps (ROTC) installations on campuses are not considered to be active or reserve Army installations and coverage of demonstrations at or adjacent to such installations is not authorized). Direct threats to DOD military or civilian personnel regarding their official duties or to other persons authorized protection by DOD resources. Activities or demonstrations endangering classified defense contract facilities or key defense facilities, including Panama Canal, approved by Headquarters, Department of the Army (HQDA), as key to the defense and operation of the Panama Canal.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain those documents used to conduct foreign counterintelligence operations and investigations pertaining to the US Army's responsibilities under the categories of counterintelligence, counterespionage, counter-sabotage, and counter-subversion.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, Security Requirements for Government Employment, in particular Sections 2 and 9c thereof. Executive Order 12036, United States Intelligence Activities, in particular paragraphs 1-1104, 1-1112, 1-1113, 1-204(b) and 2-208. The National Security Act of 1947 as amended (Title 10 of the U.S. Code Sections 3012 (b)(c) and (g).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Files are maintained: To detail results of investigations and operations, to facilitate guidance, control and effectiveness of the investigations and operations, to document for record purposes the results of investigations and operations, and to allow analysis of information on foreign intelligence agencies and personalities who are known or suspected of posing a threat to the security of the DOD.

To support authorized counterintelligence investigations and operations initiated to detect, identify and neutralize foreign counterintelligence threats to the DOD.

Information is provided to DOD Components, Federal Agencies, and other services and governmental agencies whose missions contain responsibility for foreign counterintelligence activites.

Information may be disclosed to foreign law enforcement, security, investigatory or administrative authorities in order to comply with requirements imposed by or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of DOD military and civilian personnel and other countries where there are routine reciprocal exchanges of information.

This distribution of operational and investigative information to Army activities or outside agencies is based on the evaluation by the U.S. Army Intelligence and Security Command of the other activity's needs and the relevance of the information to the use for which it is to be provided. Information collected is not automatically used for all the purposes or by all the other users listed in this description.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Reports generated in the documentation of agency investigations and operations are retained in original report format as paper records in file folders. Other records and reports are maintained as paper records in file folders and in microfiche. Extracted information is converted into appropriate language for storage on a computer diskpack.

RETRIEVABILITY:

Paper records are retrieved by name or file number. Computerized data are retrieved by name, date of birth, place of birth, and aliases; by designation of the operation or investigations, or by identification of foreign intelligence agency.

SAFEGUARDS:

Files are maintained in three-position combination, fire resistant steel security containers housed in security controlled areas accessible only to authorized personnel. Computerized data are controlled by a codeword that is issued only to properly screened, cleared and trained personnel. System employs on-line, dial-up procedures, enhanced by shielding and other appropriate technical safeguards to protect data against potential compromising emanations and/or unauthorized access.

RETENTION AND DISPOSAL:

Paper records documenting foreign counterintelligence operations and investigations are permanent. At the termination of the operation/investigation, files are retired to the US Army Intelligence and Security Command's Investigative Records Repository. Computerized information is updated periodically and all previous copies destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Assistant Chief of Staff for Intelligence, Department of the Army, Washington, D.C. 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the Assistant Chief of Staff for Intelligence, Department of the Army, Washington, D.C. 20310.

RECORD ACCESS PROCEDURES:

Requestor should contact the Assistant Chief of Staff for Intelligence, Department of the Army, Washington, D.C. 20310. For personal visits, the requestor should present such acceptable proof of identity as a drivers license, military identification card, Department of Defense (DOD) building pass, or other type of identification containing photograph and identity data.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Information is obtained from individuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Portions of this system of records may be exempt under Title 5 of the U.S. Code Sections 552a(k)(l), (2) and (5) as applicable. The specific exemptions for this system may be found in Army Regulation 340-21 (32 CFR Part 505).

A0506.01fDAMI

SYSTEM NAME:

506.01 Personnel Security Clearance Information Files

SYSTEM LOCATION:

Primary System: Joint Adjudicative Clearance System (JACS) (segment of the Defense Central Index of Investigation (DCII), Defense Investigative Service (DIS), Ft Holabird, MD 21203.

Decentralized Segments: Records as to the individual's personnel security and clearance status may be maintained by offices at Department of the Army (DA) Staff agencies, major commands, installations, activities, and unified and specified commands.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual, civilian or military, affiliated with the United States Army by assignment, employment, contractual relationship, or as the result of an interservice support agreement on whom a personnel security clearance determination has been completed, is in process, or may be pending.

CATEGORIES OF RECORDS IN THE SYSTEM:

File may contain pending and completed personnel security clearance actions on individuals by personal identifying data. Also may contain briefing/debriefing statements for special programs, sensitive positions, and other related information and documents required in connection with personnel security clearance determinations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Orders 10450 and 10865; Title 10 U.S.C., Section 3012; Title 50 U.S.C., Section 4039; and the National Security Act of 1947.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To process request for personnel security clearance actions; to determine eligibility for access to classified information or assignment to sensitive position; and to record security clearance issued or accepted.

Information may be released to other Department of Defense (DOD) and Federal agencies, based on formal accreditation as specified in official directives, regulations, and demonstrated need-to-know; to Federal, State, local, and foreign law enforcement, intelligence, or security agencies in connection with a lawful investigation under their jurisdiction; and to commanders/agency heads for adverse personnel actions such as fraudulent enlistment proceedings, removal from sensitive duties, elimination from the service, removal from employment, denial to a restricted or sensitive area, and revocation of security clearance.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in folders, file cards; computer tape, punch cards, or disks.

RETRIEVABILITY:

Filed alphabetically by last name of individual or social security number (SSN).

SAFEGUARDS:

Records are stored in locked buildings which employ security guards and are subject to Military Police and/or local civilian law enforcement patrol security. All records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained. Use of computers, including remote terminals, requires knowledge of special transaction codes to preserve integrity of data.

RETENTION AND DISPOSAL:

Primary system files are destroyed at the same time as the dossier upon which security clearance action was based. Decentralized segment personnel security clearance files are either (1) destroyed upon termination of access, (2) destroyed 1 year from date of transfer or separation of individual, or (3) forwarded to the gaining organization. Investigative reports are forwarded to the United States Army Central Personnel Security Clearance Facility, Ft Meade, MD for inclusion in dossier at the United States Army Intelligence and Security Command (USAINSCOM) Investigative Records Repository (IRR), Ft Meade, MD 20755. Dossiers are maintained no longer than 15 years from date of last entry inless significant adverse information is present, in which case retention is 25 years. Copies of investigative reports are destroyed upon completion of final action.

SYSTEM MANAGER(S) AND ADDRESS:

United States Army Central Personnel Security Clearance Facility, Ft Meade, MD 20755.

NOTIFICATION PROCEDURE:

Information concerning status or degree of personnel security clearance/access may be obtained from the

Installation or Command Security Officer where applicant was assigned or employed. Information contained in investigative files may be obtained from the appropriate investigative agency.

RECORD ACCESS PROCEDURES:

Requests for security clearance information should be sent to: Commander, ATTN: Security Officer, of the command or installation of assignment or employment.

Requests for information should contain the full name of the individual, SSN, current address, and telephone number.

For personal visits to the Security Office, the individual should be able to provide identification (e.g., driver's license, identification card) and give verbal information that can be verified with office records.

Requests for information contained in investigative files should be addressed to appropriate investigative agency with personal identifying data required by that system as published in the Federal Register.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Application and related forms obtained from the individual; investigative results from the DIS, USAINSCOM IRR, and other Federal, DOD, and DA investigative or law enforcement agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under Title 5 U.S.C., Section 552a(k)(1), (2), and (5). For additional information, contact the SYSMANAGER.

A0506.01jUSAREUR

SYSTEM NAME:

506.01 Employee Screening Program/ Installation Access Files

SYSTEM LOCATION:

Security Branch, Office of the Deputy Chief of Staff, Intelligence, Office of the United States (US) Commander, Berlin, Germany.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian applicants for and/or employees in positions in US Forces activities in the Berlin Command, other than Department of Defense (DOD) civilians. Persons included are of various nationalities, paid from both appropriated and nonappropriated funds, as well as from funds provided by the German Occupation Costs Office, who are administered under the Berlin Tariff Agreement, which governs employment of the local national workforce. Non-US citizen applicants for and holders of passes authorizing unoffical access to closed US Forces installations and facilities in Berlin.

CATEGORIES OF RECORDS IN THE SYSTEM:

Cards or paper files contain name; date and place of birth; social security number (SSN) for US citizens; address; personal identity documents by type and serial number; employing or potential employing agency; type of position held or applied for and related information; dates security screening action initiated and completed; list of investigative agencies' files checked with results and disposition of case.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012 and Title 50 U.S.C.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To determine suitability for employment and to grant access to closed military installations as warranted. Information on security screening actions is provided to DOD and US State Department law enforcement investigative agencies in Berlin for use in criminal/security investigative purposes, when warranted.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Cards are stored in file boxes, paper records in file folders.

RETRIEVABILITY:

Alphabetically by last name.

SAFEGUARDS:

Records are maintainted in locked areas, accessible only by authorized personnel who are properly screened, cleared, and trained. Buildings are enclosed in a compound to which access is controlled at all times.

RETENTION AND DISPOSAL:

Files pertaining to US citizens are destroyed on transfer or separation of individual. Files on non-US employees on whom no derogatory information is developed during their tenure of service are held in the inactive files for 6 months after termination of employment, then destoyed; derogatory files are destroyed 2 years after termination. Files pertaining to applicants who are not accepted are destroyed upon notification by appropriate Civilian Personnel Officer. Files pertaining to non-US citizen applicants or holders of installation passes are disposed of in accordance with the following schedule: When file contains no or only minor derogatory information, destroyed upon notification from responsible official of surrender of pass. When pass is denied or withdrawn for cause, it is placed in the inactive file, held for 3 years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff, Intelligence, Office of the US Commander Berlin, APO New York 09742.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Deputy Chief of Staff, Intelligence
Office of the US Commander, Berlin
APO New York 09742

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to:
Commander, United States Army, Berlin
ATTN: AEBA-IC(S),
APO New York 09742

Written request for information should contain the full name, date and place of birth, SSN (where appropriate), and current address of the individual.

For personal visits, the individual should be able to provide acceptable indentification such as national passport, government identity document, employing offical's identification card, and give verbal information that could be verified with his/her 'case' folder.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in AR 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Application forms from the individual, employee personnel records, files of various government investigative agencies, previous employers, financial institutions, educational institutions, and research notes/documents from records custodians.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0506.05DAAG

SYSTEM NAME:

506.05 Diplomatic Immunity Roster

SYSTEM LOCATION:

Washington National Records Center, General Services Administration, Suitland, MD 20409.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any member who was assigned to any of the following units which were stationed in Thailand: 7th Radio Relay Field Station; 6924 Security Squadron; Navy Detachment, Radio Relay Field Station; 4802 Joint Liaison Detachment; 17th DAR Squadron; Postal Courier Region, AI16, Det 1, 1985th Communications Squadron; 6201 Aerospace Support Squadron; Department of Defense (DOD) Special Representative, Thailand; General Electric, Kokha.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's name, social security number (SSN) and organization.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records are used only to answer inquiries.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

IBM card stock and rosters in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Building employs security guards. Records are maintained in storage areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Normal disposition procedures were preempted by imposition of a DOD moratorium. At the present time, these records will be retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, Washington, DC 20314.

NOTIFICATION PROCEDURE:

Information may be obtained from HQDA (DAAG-AMR-S), Room GA-080, Forrestal Building, Washington, DC 20314, telephone: Area Code 202/693-1845.

RECORD ACCESS PROCEDURES:

Requests should be submitted to The Adjutant General, HQDA (DAAG-AMR-S), Washington, DC 20314. Requesters should furnish their full name and any information that would readily identify the record sought. Personal visits are not permitted.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Messages and other written communications from the individual units requesting members' addition or deletion from the roster.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0508.04USACIDC

SYSTEM NAME:

508.04 US Army Criminal Investigation Fund Vouchers.

SYSTEM LOCATION:

Primary System: Comptroller, US Army Criminal Investigation Command (USACIDC), 5611 Columbia Pike, Falls Church, VA 22041.

Decentralized Segments: USACIDC subordinate elements. Official mailing addresses are in the Department of Defense directory in the Appendix.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any special agent of USACIDC or Military Police Investigator (MPI), US Army, who has made expenditures of or has requested reimbursement from USACIDC limitation, 015 contingency funds (described in Army Regulation (AR) 37-47).

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain the USACIDC special agent's or MPI's name, reason for such expenditure, grade, receipts, certificates of expenditure when receipts are unavailable, statements by persons as to the receipt of funds and/or reasons for such payment, or cash advances.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012(g).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

USACIDC personnel with a need to know: to maintain a proper accounting of the expenditure of USACIDC funds.

Department of the Army staff, major commands and subordinates with a need to know: to monitor the proper accounting of USACIDC funds.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Filed by voucher number only at Headquarters (HQ) USACIDC. Filed by the individual's name at USACIDC subordinate levels.

SAFEGUARDS:

Subordinate USACIDC elements generally employ 24 hour duty officers and maintain the records in locked buildings. Access is limited to authorized personnel.

HQ USACIDC buildings employ security guards; records are maintained in locked rooms; and access is limited to authorized personnel.

RETENTION AND DISPOSAL:

Clothing records are transferred with the USACIDC special agents.

Individual vouchers are destroyed 8 years after the last entry.

SYSTEM MANAGER(S) AND ADDRESS:

The Commander, US Army Criminal Investigation Command, 5611 Columbia Pike, Falls Church, VA 22041

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander
USACIDC
ATTN: CIJA-RI
5611 Columbia Pike
Falls Church, VA 22041

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, USACIDC, ATTN: CIJA-RI, 5611 Columbia Pike, Falls Church, VA 22041

Written requests for information should contain the individual's full name, address, and date of birth. Personal visits should be made to Office of the Staff Judge Advocate-Release of Information, USACIDC, 5611 Columbia Pike, Falls Church, VA 22041.

For personal visits, the requesting individual must present positive identification, such as a driver's license or other identification card with a photograph, in addition to the information required in written requests.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER, ATTN: CIJA-RI.

RECORD SOURCE CATEGORIES:

Special agent or MPI, informant, or other persons' statements pertaining to expenditures.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0508.07aUSACIDC

SYSTEM NAME:

508.07 Criminal Investigation Accreditation Files

SYSTEM LOCATION:

Primary System: Accreditation Division, Directorate of Personnel and Administration, Headquarters (HQ), US Army Criminal Investigation Command (USACIDC), 5611 Columbia Pike, Falls Church, VA 22041

Decentralized Segments: Crime Records Directorate, USACIDC, 2301 Chesapeake Avenue, Baltimore, MD 21222; Washington National Records Center, GSA, Suitland, MD.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person who makes an application to the USACIDC for acceptance into the USACIDC program as an apprentice special agent; for a warrant officer appointment in USACIDC; for USACIDC supervisor credentials; for the USACIDC officer specialty program; or for USACIDC laboratory technician credentials.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain the individual's application to USACIDC, a statement of personal history, personal identifiers, photographs, fingerprint cards, qualifications record, biography, information pertaining to assignment capability or location, letters of recommendation, educational documents, character investigation data, reclassification orders, reassignment orders, commander's inquiry data, reports of investigation, reasons for withdrawal from the program, reason for denying the application, date of acceptance into the program, date appointed (if an officer or warrant officer), date of accreditation, badge number, credential number polygraph certificate number (if a certified polygraph examiner), agent sequence number, assignment, date assigned, marital status, and other data pertaining to the accreditation function, polygraph examiner performance and evaluation data, physical profile, date of last physical, assignment preference, humanitarian transfer restrictions, current job title, date current security clearance authorized, date of last background investigation; primary, secondary, tertiary foreign language capability, special qualifications, service agreement, spouse's place of birth and citizenship, agent's place of birth, agent's last ten assignments, agent's hobbies, and agent's private licenses.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012(g).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Staff elements of USACIDC with a need-to-know: to determine an applicant's initial acceptance or non-acceptance into the USACIDC program, and if accepted the individual's continued eligibility, placement or standing within the USACIDC program.

U.S. Army Intelligence Security Command, for storage and utilization in determining security classifications.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Alpha file: paper records in file folders.

Criminal Investigator Information Data Card: vertical card file.

Machine Punch Card System: vertical card file.

Automated data files are maintained on magnetic tapes.

RETRIEVABILITY:

Alpha Card File, Criminal Information Card, and Machine Punch Card Systems are all retrievable by last name of the individual, agent Sequence number SSN, badge number, credential number and polygraph number.

SAFEGUARDS:

HQ USACIDC buildings employ security guards, material is stored in locked containers during non-duty hours, and is accessible only by authorized personnel.

Crime Records Directorate building employs security guards, data is stored within a locked wire enclosure, and is accessible only by authorized personnel.

Washington National Records Center: buildings employ security guards during non-duty hours, 24 hour intrusion alarms, and locked external doors, and is accessible only by authorized personnel.

Automated records are maintained in a building employing security guards, room and data are accessible only by authorized personnel.

RETENTION AND DISPOSAL:

Alpha files: files of approved applicants are retained in the active file until the individual retires, is released from active duty, or is voluntarily or involuntarily removed from the USACIDC program; the file is placed in an inactive storage at HQ USACIDC for the remainder of that year plus two additional years; it is then transferred to the Washington National Records Center where it is stored for eight additional years and then destroyed; files of personnel not accepted into the USACIDC program are retained in inactive storage at HQ USACIDC for the remainder of that year plus one additional year and then destroyed.

Criminal Investigation Information Data Cards are maintained permanently.

Machine Punch Cards are maintained only during such time as the individual is currently in the USACIDC program and are destroyed upon cessation of that status.

Automated data on individuals are maintained while the individual is serving as an investigator and for 90 days after he or she leaves the program.

SYSTEM MANAGER(S) AND ADDRESS:

The Commander, Headquarters (HQ), US Army Criminal Investigation Command (USACIDC), 5611 Columbia Pike, Falls Church, VA 22041

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander
USACIDC
ATTN: CIJA-RI
5611 Columbia Pike, Falls Church, VA 22041

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, USACIDC, ATTN: CIJA-RI, 5611 Columbia Pike, Falls Church, VA 22041

Written requests for information should contain the full name of the individual, address, date of birth, and whether or not the individual has ever applied for the USACIDC program. Personal visits should be made to: Office of the Staff Judge Advocate-Release of Information, USACIDC, 5611 Columbia Pike, Falls Church, VA 22041.

For personal visits, the requesting individual must present positive identification, such as a driver's license or other identification card with a

photograph, in addition to the information required for written requests.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the sysmanager, ATTN: CIJA-RI.

RECORD SOURCE CATEGORIES:

Previous or present employers, financial institutions, relatives and former spouses, officer master file and enlisted master file, MILPERCEN, educational institutions, trade or fraternal organizations, neighbors past and present, work associates, social acquaintances, churches, public records, current and past commanders, and other investigative departments both within and without the Department of the Army and the Federal Government.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a (j) or (k), as applicable. For additional information, contact the Systems Manager.

A0508.11aUSACIDC

SYSTEM NAME:

508.11 Criminal Investigation and Crime Laboratory Files

SYSTEM LOCATION:

Primary System: Crimes Record Directorate, United States (US) Army Criminal Investigation Command (USACIDC), 2301 Chesapeake Avenue, Baltimore, MD 21222.

Decentralized Segments: Headquarters (HQ), USACIDC and all USACIDC subordinate elements, official mailing addresses are in the Department of Defense directory in the Appendix. Defense Investigative Service, Ft Holabird, MD, automated index to drug offenders in case files and automated suspense index on the disposition of offenders in case files.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual, civilian or military, involved or suspected of being involved in or reporting possible criminal activity affecting the US Army's interests, property, and/or personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain names, social security numbers, rank, units, location, date and place of birth, physical descriptions, chronology of events, Action Officer's activity summary, letters, messages, notes; reports of investigation containing witness statements, subject statements, agents statements, laboratory reports, documentary evidence, polygraph examination reports, physical evidence, summary data and administrative data pertaining to the preparation and distribution of the report; basis for the action (allegations). Serious and Sensitive Incident reports, talking papers, fact sheets, aliases, descriptions, modus operandi, and other investigative information from Federal, State, and local investigative agencies and departments. Indices contain codes for the type of crime, location of investigation, year and date of offense, names and personal identifiers of persons who have been subjects of electronic surveillance, suspects, subjects and victims of crimes, the report number which allows access to the files noted above; agencies, firms, Department of the Army (DA), and Department of Defense (DOD) organizations which were the subjects or victims of criminal investigations; and disposition and suspense of offenders listed in criminal investigative case files, witness identification date.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012(g).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

HQ USACIDC and all USACIDC subordinate elements: to accomplish the USACIDC investigative duties assigned by the DA, to include criminal investigations and crime prevention activities; to accomplish various management functions such as case analysis, statistical compilations, quality control, review to insure that the completed investigations are legally sufficient, and overall improvement in techniques, training and professionalization.

Information concerning criminal or possible criminal activity is provided to the below listed agencies, components, or bureaus for the purposes of criminal investigative liaison and enforcement of criminal laws, civil court or administrative action for the identification and correction of situations indicative of criminal activity, analyzing modus operandi, and detection of organized criminal activity:

DOD staff and subordinate elements.

DA Staff, major commands and subordinate elements.

Department of the Air Force Staff, major commands and subordinate elements.

Department of the Navy Staff, major commands and subordinate elements.

United States Congress

US Immigration and Naturalization

Department of Justice

Federal Bureau of Investigation

National Security Agency

US Secret Service

US Marshal Service

US Postal Service

Department of the Treasury

Internal Revenue Service

Alcohol, Tobacco, and Firearms-Department of the Treasury

US Customs

US Department of State

Interpol

Central Intelligence Agency

Drug Enforcement Administration

Counsel of Governments, Washington, DC Metropolitan Area.

Defense Supply Agency

Defense Investigative Service (DIS): in addition, limited data are supplied for use in the Defense Central Index of Investigations which is managed by DIS.

Naval Investigative Service

Office of Special Investigations

Civil Service Commission

Federal Aviation Administration

Department of Agriculture

Defense Communications Agency

Defense Security Agency

Defense Nuclear Agency

Law Enforcement Assistance Association

Federal Prison Service

US Coast Guard

US Department of Transportation

Social Security Administration

Selective Service Commission

US Department of Commerce

Food and Drug Administration

Agency for International Development

US Park Police

US Capitol Police

Executive Protective Services

US Department of Labor

Federal Communications Commission

Federal Deposit Insurance Corporation

Federal Trade Commission

Government Accounting Office

Government Services Administration

US Department of the Interior

Interstate Commerce Commission

Securities and Exchange Commission

Military Transportation Major Command

Housing and Urban Development

Drug and Alcohol Abuse Directive

US Marines

Defense Intelligence Agency

Defense Mapping Agency

Defense Security Assistance Agency

Defense Civil Preparedness Agency

Defense Advance Research Projects

Defense Contract Audit Agency,

Veterans Administration,

Foreign nations under the provisions of Status of Forces Agreements,

Treaties, or formal or informal executive agreements; or for purpose of criminal investigative liaison.

Various State and local criminal law enforcement units, departments, or agencies.

Criminal law enforcement means any activity pertaining to crime prevention, control, or reduction or enforcement of the criminal law, including, but not limited to, police efforts to prevent, control, or reduce crime, or to apprehend criminals, activities of courts having criminal jurisdiction and related agencies, activities of corrections, probation or parole authorities, and programs relating to the prevention, control, or reduction of juvenile delinquency or narcotic addiction.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders
Card files and indexes
Automated indexes

RETRIEVABILITY:

Information is retrievable by reference to the name of the individual or other identifier.

SAFEGUARDS:

Crime Records Directorate buildings employ security guards, locked wire enclosures, and access is limited to authorized personnel.

HQ USACIDC buildings employ security guards, information is stored in locked containers or rooms during non-duty hours, and access is limited to authorized personnel.

Subordinate elements of USACIDC buildings generally employ 24 hour duty officers, store the information in locked containers or rooms, and access is limited to authorized personnel.

Defense Investigative Service: buildings employ security guards, automated system is within a controlled access area, and data are accessible only by authorized personnel.

RETENTION AND DISPOSAL:

40 years

Laboratory reports at the USACIDC laboratory level are destroyed after three years.

USACIDC subordinate elements, other than the laboratories and Crime Records Directorate, retain case files for periods ranging from 1 to 5 years depending on the level of such unit and the data involved.

SYSTEM MANAGER(S) AND ADDRESS:

The Commander, Headquarters (HQ), US Army Criminal Investigation Command (USACIDC), 5611 Columbia Pike, Falls Church, VA 22041

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander
USACIDC
ATTN: CIJA-RI
5611 Columbia Pike
Falls Church, VA 22041

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, USACIDC, ATTN: CIJA-RI, 5611 Columbia Pike, Falls Church, VA 22041.

Written requests for information should contain the full name, address, and date of birth. Personal visits should be made at: Office of the Staff Judge Advocate-Release of Information, USACIDC, 5611 Columbia Pike, Falls Church, VA 22041

For personal visits, the requesting individuals must present positive identification, such as a driver's license or other identification card with a photograph in addition to the information required in written requests.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the sysmanager, ATTN: CIJA-RI.

RECORD SOURCE CATEGORIES:

Suspects, witnesses, victims, USACIDC special agents and other personnel, informants; various DOD, Federal, State, and local investigative agencies; departments or agencies of foreign governments; and any other individual or organization which may supply pertinent information.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a (j) or (k) as applicable. For additional information contact SYSMANAGER.

A0508.11bUSACIDC

SYSTEM NAME:

508.11b Criminal Information Reports and Cross Index Card Files

SYSTEM LOCATION:

Primary System Operations Directorate, Headquarters (HQ), United States (US) Army Criminal Investigation Command (USACIDC), 5611 Columbia Pike, Falls Church, VA 22041.

Decentralized Segments: USACIDC subordinate elements, official mailing addresses are in the Department of Defense directory in the appendix to the Department of the Army systems notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual, civilian or military, involved or suspected of being involved in or reporting possible criminal activity affecting the US Army's interests, property, and/or personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain names, social security numbers, rank, units, location, date and place of birth, physical descriptions, chronology of events, action officer's activity summary, letters, messages, notes; reports of investigation containing witness statements, subject statements, agents statements, laboratory reports, documentary evidence, polygraph examination reports, physical evidence, summary data and administrative data pertaining to the preparation and distribution of the report; basis for the action (allegation), Serious and Sensitive Incident reports, talking papers, fact sheets, aliases, descriptions, modus operandi, and other investigative information from Federal, State, and local investigative agencies and departments. Indices contain codes for the type of crime, location of investigation, year and date of offense, names and personal identifiers of persons who have been subjects of electronic surveillance, suspects, subjects and victims of crimes, the report number which allows access to the files noted above; agencies, firms, Department of the Army (DA), and Department of Defense (DOD) organizations which were the subjects of criminal investigations; and disposition and suspense of offenders listed in criminal investigative case files.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012(g).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To afford index to criminal information case files that are not indexed in Defense Central Index of Investigations (DCII). These records are utilized to develop investigative leads during the conduct of ongoing Army criminal investigations. This data is released only for US Army Criminal Investigation Division (CID) and Military Police (MP) investigative purposes. Statistics generated by this data are also utilized as a management tool to determine crime trends, frequency and rates. In the event that information maintained in this system of records indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether

arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Card file and paper records in file folders.

RETRIEVABILITY:

Retrievable by name, file number and the field assigned criminal information report number.

SAFEGUARDS:

HQ USACIDC buildings employ security guards, information is stored in locked containers during non-duty hours and access is limited to authorized personnel. Buildings of subordinate elements of USACIDC generally employ 24 hour duty officers, store the information in locked containers and access is limited to authorized personnel.

RETENTION AND DISPOSAL:

Permanent, 40 years

SYSTEM MANAGER(S) AND ADDRESS:

Commander, U.S. Army Criminal Investigation Command, 5611 Columbia Pike, Falls Church, VA 22041.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander
USACIDC
ATTN: CIJA-RI
5611 Columbia Pike
Falls Church, VA 22041

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to : Commander, USACIDC, ATTN: CIJA-RI, 5611 Columbia Pike, Falls Church, VA 22041

Written requests for information should contain the full name, address and date of birth. Personal visits should be made at: Office of the Staff Judge Advocate - Release of Information, USACIDC, 5611 Columbia Pike, Falls Church, VA 22041.

For personal visits, the requesting individuals must present positive identification, such as a driver's license or other identification card with a photograph in addition to the information required in written requests.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Suspects, witnesses, victims, informants, USACIDC special agents and other personnel; various Department of Defense, Federal, State and local investigative agencies; department or agencies of foreign governments; and any other individual or organizations which may supply pertinent information.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552 a(j) or (k) as applicable. For additional information, contact the Systems Manager.

A0508.11cUSACIDC

SYSTEM NAME:

508.11c Special Agent Evaluation Files

SYSTEM LOCATION:

Primary System: Operations Directorate, Headquarters (HQ), United States (US) Army Criminal Investigation Command (USACIDC), 5611 Columbia Pike, Falls Church, VA 22041.

Decentralized segments USACIDC subordinate elements which exercise local administrative and technical control of special agents; official mailing addresses are in the Department of Defense directory in the appendix to the Department of the Army systems notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All USACIDC Special Agents, Warrant Officer and enlisted, who prepare USACIDC reports of investigation (ROI's).

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain special agent's name and sequence number; investigative history; e.g., primary or secondary agent, or whether the special agent inherited the case; office of assignment; year of the report of investigation; ROI number; type of ROI; offense codes for the ROI; the number of days the ROI covered; determination of whether or not the number of days the ROI covered was justified; name of the field office reviewer; name of the field office approver; disposition status of the ROI; location of the incident; i.e., on post, off post or combination; determination of case difficulty; determination of the special agent's investigative effort; type of administrative deficiencies, if any; and type of investigative deficiencies, if any.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012(g).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Personnel of HQ USACIDC and all USACIDC subordinate elements with an official need-to-know, to accomplish various management functions such as statistical compilations, quality control, and special agent investigative and administative evaluations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and computer paper printouts.

RETRIEVABILITY:

Information is retrievable by the name of the individual or other identifier.

SAFEGUARDS:

HQ USACIDC buildings employ security guards, information is stored in locked containers or rooms during non-duty hours and access is limited to authorized personnel. Buildings of subordinate elements of USACIDC generally employ 24 hour duty officers, store the information in locked containers or rooms, and access is limited to authorized personnel.

RETENTION AND DISPOSAL:

Files are retained for an indefinite period, as the disposition policy has not yet been determined.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Criminal Investigation Command, 5611 Columbia Pike, Falls Church, VA 22041.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander
USACIDC
ATTN: Dir Opns
5611 Columbia Pike
Falls Church, VA 22041

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, USACIDC, ATTN: Dir, Opns, 5611 Columbia Pike, Falls Church, VA 22041

Written requests for information should contain the full name, address, and date of birth. Personnel visits

should be made to: Director of Operations, USACIDC, 5611 Columbia Pike, Falls Church, VA 22041.

For personal visits, the requesting individuals must present positive identification, such as a driver's license or other identification card with a photograph in addition to the information required in written requests.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation (AR) 340-21.

RECORD SOURCE CATEGORIES:

The completed ROI, with all attachments and inclosures, and the objective and subjective analysis by the reviewers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0508.16aDAPE

SYSTEM NAME:

Absentee Case Files

SYSTEM LOCATION:

Primary: US Army Deserter Information Point, US Army Enlisted Records and Evaluation Center, Ft Benjamin Harrison, IN 46249.

Manual Backup Records: US Army Deserter Information Point (USADIP), US Army Enlisted Records Center, Ft Benjamin Harrison, IN 46249.

A copy of all or portions of this system is maintained at the installation initiating the report of absence and at respective law enforcement agencies. Official mailing addresses are in the appendix to the Army's inventory of system notices (44 FR 74011, December 17, 1979), except that mailing addresses for law enforcement agencies may be obtained from the US Army Deserter Information Point.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any active Army member absent without proper authority and administratively designated as a deserter in accordance with AR 630-10.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports and records which document the individual's absence; notice of unauthorized absence from US Army which constitutes the warrant for arrest; notice of return to military control or continued absence in hands of civil authorities.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., Section 3012(g).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used by the Department of the Army to enter data in the FBI National Crime Information Center 'wanted person' file; to insure apprehension actions are initiated/terminated promptly and accurately; and to serve management purposes thrnugh examining causes of absenteeism and developing programs to deter unauthorized absences.

Furnished to local, State, Federal, international, or foreign law enforcement authorities in efforts to apprehend, detain, and return offenders to military custody. In overseas areas, information may be disclosed to foreign governmental and civil authorities as required by local customs, law, treaties, and agreements with allied forces and foreign governments.

Information may be disclosed to the Veterans Administration for assistance in determining whereabouts of Army deserters through the Veterans and Beneficiarias Identification and records Locator Subsystem.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper documents and the record copy of the Arrest Warrant are maintained in The Official Military Personnel Files; verified desertion data are stored on the Deserter Verification Information System at the US Army Deserter Information Point.

RETRIEVABILITY:

Manually, by name; automated records are retrieved by name, plus any numeric identifier such as date of birth, Social Security Account Number, or Army serial number.

SAFEGUARDS:

Access is limited to authorized individuals having a need-to-know. Records are stored in facilities manned 24 hours, 7 days a week. Additional controls which meet the administrative, physical, and technical safeguard requirements of Army Regulation 380-380 are in effect.

RETENTION AND DISPOSAL:

Automated records are erased when individual returns to military custody, is discharged, or dies. Paper or microform records remain a permanent part of the individual's Official Military Personnel File.

SYSTEM MANAGER(S) AND ADDRESS:

The Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not this system contains information about them should contact the US Army Deserter Information Point, US Army Enlisted Records Center, Ft Benjamin Harrison, IN; furnishing full name, SSAN and/or Army serial number, address, telephone number, and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information concerning themselves should provide information in 'Notification procedure' above.

CONTESTING RECORD PROCEDURES:

The Army's rulf for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Unit Commander, First Sergeants; subjects; witnesses; Military Police; US Army Criminal Investigation Command personnel and special agents; informants; DOD Federal, State, and local investigative and law enforcement agencies, departments, or agencies of foreign governments; and any other individuals or organizations which may furnish pertinent information.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

All portions of this system of records which fall within 5 U.S.C. 552a(j)(2) are exempt from the following provisions of Title 5 U.S.C., Section 552a: (c)(3), (c)(4), (d), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(8), (f), and (g). (See 32 CFR 505.9 (Army Regulation 340-21)).

A0508.17aDAPE

SYSTEM NAME:

Military Police (MP) Law Enforcement Reporting System

SYSTEM LOCATION:

The Army installation which created the Military Police (MP) report retains a copy; original of special categories of MP investigations - determined by type of crime and identified in Army Regulation 190-45 - is forwarded to the Crime Records Center, Ft. Holabird, MD.

A cross-reference index in either manual or automated media may exist at intermediate and higher command levels.

Statistical data are derived from individual reports and stored in

automated media at major Army commands and HQDA for the purposes of (1) developing crime trends by major categories (i.e., rape and sex, blackmarketing, drugs, crimes of violence, crimes against property, other crimes of misconduct), and (2) making comparative analyses within crime categories by rank, sex, race, and type offender (i.e., first-time, repeat), organizational or geographical determinant. Such statistics, however, are not used to make determinations about the rights, benefits, or entitlements of individuals.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who is the subject, victim, complainant, witness, or suspect in a criminal, civil, or traffic offense.

CATEGORIES OF RECORDS IN THE SYSTEM:

Alleged or founded criminal information directed against or involving the Army which may be related to local criminal investigative files and comprising the following: MP reports or similar reports containing investigative data, supporting or sworn statements, affidavits, provisional passes, receipts for prisoners or detained persons, commanders reports of disciplinary action taken, and disposition of cases. Personal information includes individual's name, grade/rank, organization, affiliation, social security account number, category of offense, involvement, and case number.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012(g).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purpose of this system is to provide detailed information necessary for Army officials, commanders, and civil/criminal justice agencies to discharge their responsibilities for maintaining discipline, law and order through investigation of complaints and incidents and possible criminal prosecution, civil court action, or regulatory order. Statistical information is compiled for determining crime trends and making comparative analyses.

May be disclosed to criminal justice agencies for investigation and prosecution when cases are either within their jurisdiction or when concurrent jurisdiction applies. These include: Federal Bureau of Investigation; Drug Enforcement Administration; US Customs Service; Bureau of Alcohol, Tobacco and Firearms; US District Courts; US Magistrates, State and local law enforcement agencies; local wildlife conservation agencies; and, in overseas areas, host government law enforcement agencies.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; Microfiche; magnetic tapes and disc; punched cards; and computer printouts.

RETRIEVABILITY:

By case number; individual's name, date of birth, SSN.

SAFEGUARDS:

Distribution controls are specified by Army Regulation 190-45; only authorized personnel have access to information in this System. Physical security measures include locked containers/ storage areas, controlled personnel access, and continuous presence of authorized personnel.

RETENTION AND DISPOSAL:

Information is destroyed after 5 years except for that required by Army Regulation 190-45 to be sent to the Crime Records Center which is retained 40 years following final action.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, Washington, DC 20310;

NOTIFICATION PROCEDURE:

Individuals wishing to inquire whether this system contains information about them should write to the commander of the installation where incident occurred; if more than five years have elapsed since occurrence of incident, inquiry may be made of the Crime Records Center, Ft Holabird, MD. Individual should provide full name, SSN, and details as to date and place of incident about which inquiry is made.

RECORD ACCESS PROCEDURES:

Individual desiring access to his/her records should follow the requirements in 'Notification procedures', sign the request and have it notarized.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; witnesses; victims; subjects; Military Police; US Army Criminal Investigation Command special agents; informants; investigative and law enforcement persons of Federal, state, local and foreign government agencies; any source which may supply pertinent information.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

All portions of this system which fall within 5 U.S.C. 552a(j)(2) are exempted from the following provisions of Title 5 U.S.C. 552a: (c)(3), (c)(4), (d), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(8), (f) and (g).

A0508.17bUSARJ

SYSTEM NAME:

508.17 Blackmarket Monitoring Files

SYSTEM LOCATION:

Office of Provost Marshal, United States Army Garrison, Honshu, Japan

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of the US Armed Forces civilian employees, and their dependents, who are assigned to, or under the judicial or administrative control of the United States Army Japan (USARJ), including contractors and their employees who make purchases of controlled items from authorized resale activities on mainland Japan.

CATEGORIES OF RECORDS IN THE SYSTEM:

Sales slips and control sheets used in sales of controlled items by US Forces, Japan sales outlets; overspending/ overpurchase printout, produced monthly and forwarded from central computer facility.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Status of Forces Agreement between the United States of America and Japan; Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records are used to assist Military Police, United States Army Criminal Investigation Command, Unites States Air Force Office of Special Investigations, and the Navy Investigative Service in monitoring purchases of controlled items; also to reflect those individuals who have had shopping privileges revoked or suspended and to comply with USARJ and Joint Services blackmarket control policies.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in individual envelopes. Paper printouts are stored by run type and number.

RETRIEVABILITY:

Paper records filed alphabetically by last name. Printouts filed by social security number (SSN), name, unit or station.

SAFEGUARDS:

Records are maintained in room accessible only to authorized personnel who are properly screened and cleared.

RETENTION AND DISPOSAL:

Records are maintained in the active file until departure of the sponsor on permanent change of station. The records are then placed in the inactive file. The inactive file is cut off at the end of the calendar year, held 2 years in the current files area and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, United States Army Japan, APO San Francisco 96343.

NOTIFICATION PROCEDURE:

Information may be obtained from:
United States Army Garrison, Honshu,
Office of the Provost Marshal,
Camp Zama, APO San Francisco 96343

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, United States Army Garrison, Honshu, ATTN: GARH-MP-PM, APO San Francisco 96343.

Written requests for information should contain the full name of the individual, SSN, and current address.

For personal visits, the individual should be able to provide acceptable identification such as valid driver's license or employee identification card.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Sales slips and control sheets from exchanges, clubs, commissaries, and other authorized resale activities.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0508.17cUSARJ

SYSTEM NAME:

508.17 Transfer of POV Files

SYSTEM LOCATION:

Office of Provost Marshal, United States Army Garrison, Honshu, Japan.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of the US Armed Forces and members of the civilian component and their dependents, as defined in Articles I and XIV of the Status of Forces Agreement.

CATEGORIES OF RECORDS IN THE SYSTEM:

Cards and documents pertaining to acquisition, disposition and transfer of ownership of privately owned vehicles (POV) between the United States of America and Japan.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To maintain record and control on purchase and disposal limitations, transfer of POV to other authorized United States personnel, and transfer to residents of Japan.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Visible file cards.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

Records are maintained in room accessible only to authorized personnel that are properly screened and cleared.

RETENTION AND DISPOSAL:

Records are cut off at the end of a calendar year, held 2 years in the current files area, and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Japan, APO San Francisco 96343.

NOTIFICATION PROCEDURE:

Information may be obtained from:
United States Army Garrison (PA-PM)
Room 8, Bldg 400
Camp Zama, Japan
APO San Francisco 96343
Telephone: AUTOVON 315/233-3011/
233-3732

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, United States Army Garrison, Honshu, ATTN: PA-PM, APO San Francisco 96343.

Written requests for information should contain the full name of the individual, current address, and telephone number.

For personal visits, the individual should be able to provide acceptable identification, e.g., driver's license, employing office's identification, and give verbal information that could be verified with their case folder.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Department of Defense Form 430, Military Registration and Certificate of Title of Motor Vehicle.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0508.24aDAPE

SYSTEM NAME:

508.24 Serious Incident Reporting Files

SYSTEM LOCATION:

Primary System: Law Enforcement Division, Human Resources Development Directorate, Office of the Deputy Chief of Staff for Personnel, Department of the Army, (DAPE-HRE).

Decentralized Copies: Copies are maintained at the installation initiating the report and at the respective major Army command. Official mailing addresses are in the Department of Defense directory in the Appendix.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any citizen identified as the subject or victim of a serious incident reportable to Department of the Army (DA) in accordance with Army Regulation 190-40, Military Police Serious Incident Report. This includes in general any criminal act or other incident which because of its sensitivity or nature, publicity or other considerations should be brought to the attention of Headquarters, DA (HQDA).

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains the initial report of the incident plus any supplemental reports including reports of final adjudication.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012(g).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide the chain of command with timely information regarding serious incidents to permit a valid early determination of possible implication; to provide an early indication of acts or conditions which may have widespread adverse publicity; to provide a means of analysis of crime and conditions conducive to crime on which to base crime prevention policies and programs; and to meet the general needs of DA staff agencies for information regarding selected incidents which impact on their respective areas of responsibility.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed numerically by installation report sequence number.

SAFEGUARDS:

Building employs security guards and controls access. Distribution and access to files based on strict need to know. Files contained in locked safes when not under personal supervision of authorized personnel.

RETENTION AND DISPOSAL:

Destroyed 1 year after receipt of final report.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, HQDA, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

See EXEMPTION

RECORD ACCESS PROCEDURES:

See EXEMPTION

CONTESTING RECORD PROCEDURES:

See EXEMPTION

RECORD SOURCE CATEGORIES:

Subjects, witnesses, victims, Military Police and US Army Criminal Investigation Command personnel and special agents, informants, various Department of Defense, Federal, State and local investigative and law enforcement agencies, departments or agencies of foreign governments, and any other individuals or organizations which may supply pertinent information.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 55 USC 552a or (k), as applicable. For additonal information contact the Systems Manager.

A0508.25aUSACIDC

SYSTEM NAME:

508.25a Index to Criminal Investigative Case Files

SYSTEM LOCATION:

Criminal Records Directorate, United States (US) Army Criminal Investigation Command (USACIDC), 2301 Chesapeake Avenue, Baltimore, MD 21222.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual, civilian or military, involved or suspected of being involved in criminal activity affecting the US Army's interests, property, and/or personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Indices contain codes for type of crime and location of investigation, year, date of crime, names and personnel identifiers of offenders and victims of crime and report number.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012(g)

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To afford index to Criminal Investigation Case Files and Military Police (MP) Reporting Files that are not indexed by any other activity. These records are utilized to develop investigative leads during the conduct of ongoing Army criminal investigations. These data are released only for US Army CID and MP investigative purposes. Statistics generated by these data are also utilized as a management tool to determine crime trends, frequency and rates. In the event that information maintained in this system of records indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper card size 3x5 and computer punch cards.

RETRIEVABILITY:

By name of offender, suspect or victim.

SAFEGUARDS:

Contained in a secure area; protected by a locked wire inclosure under 24 hour guard. Access to the files area is controlled through a photograph/badge ID System. No visitors are authorized access to the area, except under escort; files do not afford 'For Official Use Only' protection and release of information data is recorded on a permanent log.

RETENTION AND DISPOSAL:

Permanent; 40 years.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, USACIDC, Crime Records Directorate, 5611 Columbia Pike, Falls Church, VA 22041.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander
USACIDC
ATTN: CIJA-RI
5611 Columbia Pike
Falls Church, VA 22041

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, USACIDC, ATTN: CIJA-RI, 5611 Columbia Pike, Falls Church, VA 22041.

Written requests for information should contain the full name, address, and date of birth. Personal visits should be made at: Office of the Staff Judge Advocate - Release of Information, USACIDC, 5611 Columbia Pike, Falls Church, VA 22041.

For personal visits, the requesting individuals must present positive identification, such as a driver's license or other identification card with a photograph in addition to the information required in written request.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Suspects, victims, USACIDC special agents and other personnel, informants; various Department of Defense, Federal,

State, and local investigative agencies; departments or agencies of foreign governments; and any other individual or organization which may supply pertinent information.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a(j) or (k) as applicable. For additional information, contact the System Manager.

A0509.02aDAAG

SYSTEM NAME:

509.02 Security Badge/Identification Card Files

SYSTEM LOCATION:

Offices which issue security badges and identification cards authorized by Army Regulation (AR) 606-5 and AR 190-21, located at Headquarters, Department of the Army; staff and field operating agencies; states' adjutant general; and installations/activities. Official mailing addresses are in the organizational Directory of Department of the Army Offices, Commands, Agencies, and Installations/ Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty, reserve, and retired military personnel and authorized dependents; Department of the Army (DA) civilians and authorized dependents; Medal of Honor recipients; visitors authorized for official purposes, e.g., vendors, deliverymen, utility and special equipment servicemen; accident investigators; contractor personnel and their authorized dependents; Red Cross personnel; and persons authorized by the Geneva Convention to accompany the Armed Forces.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's application on appropriate DA and Department of Defense (DD) forms specified by AR 606-5 (the original of which may be filed in the individual's personnel file) for identification and/or building security pass/badge issuance; individual's photograph, fingerprint record, special credentials, and allied papers; registers/ logs reflecting sequential numbering of badges/cards.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301; Title 10 U.S.C., Section 3012(g).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide a record of security badges and identification cards issued; to restrict entry into installations/ activities; and to insure positive identification of personnel authorized access to restricted areas. Registers/logs maintain accountability for issuance and disposition of badges and identification cards.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records on cards and in file folders; magnetic tapes, disks, and cassettes; computer printouts and microfiche.

RETRIEVABILITY:

By individual's name, social security number, card/badge number.

SAFEGUARDS:

Data are maintained in secure buildings and are accessed only by authorized personnel who are trained and cleared for access. Information in computer facilities is further protected by alarms and established procedures for the control of computer access.

RETENTION AND DISPOSAL:

Applications for military identification cards are maintained by the issuing office for 1 year. Applications for civilian identification cards are retained 4 years after which they are destroyed. Registers/ logs are destroyed 3 years after last badge has been accounted for.

Limited area credentials will be replaced at the expiration of 3 years or whenever a total of 5 percent of the total have been lost or unaccounted for, whichever occurs earlier; exclusion area credentials will be replaced at least once every 3 years; controlled area credentials will be replaced at the discretion of the major command.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army (DAAG-PSI), Washington, DC 20314.

NOTIFICATION PROCEDURE:

Information may be obtained from the issuing office where the individual obtained the identification card.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Major Command or installation headquarters issuing the security badge or identification card.

Written requests for information should contain the full name of the individual and the number of the identification card, if known.

For personal visits, the individual should be able to provide acceptable identification, e.g., driver's license and verbal information that can be verified.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in AR 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Application, on appropriate DA form, from individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0509.03aDAPE

SYSTEM NAME:

509.03 Trophy Firearm Registration

SYSTEM LOCATION:

Primary System: Headquarters, Department of the Army, (DAPE-HRE-CP), Washington, DC 20310.

Decentralized copies of War Trophy Firearm (WTF) Registration records are maintained at the offices of provost marshals initiating the record. Official mailing addresses are in the Department of Defense directory in the Appendix.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of the Armed Forces of the US who acquire, during periods of hostilities, firearms approved for personal retention as war trophies.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains record copies of DD Form 603, Registration of War Trophy Firearm acquired by military personnel in combat areas or zones during periods of hostilities.

AUTHORITY FOR MAINTENENCE OF THE SYSTEM:

10 U.S.C. 3012(g).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Review to assure acquisition is authorized as a war trophy firearm within the meaning of the National Firearms Act and Title 18 U.S.C., Section 102.

Verify importation authorization.

Establish ownership if weapon is identified in commission of a crime. Furnish information to criminal justice elements within Department of Defense and outside the agency for investigation and prosecution for violations of the National Firearms Act or the agency for investigation and prosecution for violations of the National Firearms Act

or investigation and prosecution of criminal activities involving a weapon imported as a war trophy firearm. These agencies include: Federal Bureau of Investigation; Drug Enforcement Administration; US Customs Service; Bureau of Alcohol, Tobacco and Firearms; US District Courts; US Magistrates; local law enforcement agencies; local criminal justice agencies; and, in oversea areas, most government law enforcement agencies as prescribed in status of forces agreements.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file cabinets.

RETRIEVABILITY:

Filed alphabetically by last name of owner.

SAFEGUARDS:

Building employs security guards. Records accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Records are created at the onset of hostilities and retained in Headquarters, Department of Army files until end of calendar year in which hostilities ceased and held 1 additional year or until arrangements are complete to transfer the records to Director, Bureau of Alcohol, Tobacco and Firearms, Department of Treasury, Washington, DC 20226.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, the Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Inquiries may be addressed to:
Official mailing address of SYSMANAGER listed above.

RECORD ACCESS PROCEDURES:

Official mailing address of SYSMANAGER is listed above.
Written requests should contain full name, social security number, date and location acquired, and current address.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation (AR) 340-21.

RECORD SOURCE CATEGORIES:

All information is obtained from the individual at time of registration.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0509.04aDAAG

SYSTEM NAME:

509.04 Rod and Gun Clubs, Posts, Camps and Stations

SYSTEM LOCATION:

Rod and Gun Clubs located on Army posts, camps, and stations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty and retired military personnel and Department of Defense civilians who are active registered members of Rod and Gun Clubs.

CATEGORIES OF RECORDS IN THE SYSTEM:

Federal Firearms Form 4473 from the Department of the Treasury, Alcohol, Tobacco and Firearms Division, and related papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To maintain a permanent record of firearm registration for tracing weapons to owner. This file is made available to the Department of the Treasury upon written request.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Book form and file folder.

RETRIEVABILITY:

Date and alphabetically by name.

SAFEGUARDS:

Records are maintained in locked containers with access limited to authorized personnel only.

RETENTION AND DISPOSAL:

Disposal not authorized.

SYSTEM MANAGER(S) AND ADDRESS:

Commander of the installation where the Rod and Gun Club is established. Official mailing addresses are in the organizational directory in the appendix to these system notices.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Individual should contact the Manager of the Rod and Gun Club where the firearm was purchased.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation (AR) 340-21.

RECORD SOURCE CATEGORIES:

Information is obtained from the individual being registered.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0509.05aTRADOC

SYSTEM NAME:

509.05 Camper Trailer Registration Card File

SYSTEM LOCATION:

Office of the Director of Personnel and Community Activities (DPCA), ATZA-PA

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applies to active duty and retired military personnel in the Ft Belvoir Area.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's application for access to camper trailer storage area.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To maintain record of personnel given authorization to park recreational vehicles in the storage area. Requested information will be used only by the personnel of the Office, DPCA for reregistration, emergency notification, administrative control of storage area and identification of recreational vehicle ownership.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Card File

RETRIEVABILITY:

Alphabetically by last name.

SAFEGUARDS:

Building access controlled by personnel of the office DPCA.

RETENTION AND DISPOSAL:

Records are maintained in active file until the registrant has cancelled his registration. After cancellation of registration, the card is destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Administrative Division, Office of the DPCA, Headquarters, US Army Engineer Center and Ft Belvoir, Ft Belvoir, VA 22060.

NOTIFICATION PROCEDURE:

Information may be obtained from Administrative Division, Office of the DPCA. Requesting individual will be required to identify himself by name, rank, duty status, home address.

RECORD ACCESS PROCEDURES:

Requests from individuals are accepted by personal interview, written correspondence or telephonic inquiries to SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation (AR) 340-21.

RECORD SOURCE CATEGORIES:

Individual being registered.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0509.08aDAPE

SYSTEM NAME:

509.08a Registration and Permit Files

SYSTEM LOCATION:

Maintained at the installation level. Official mailing addresses are in the Department of Defense directory in the Appendix.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any citizen registering restricted items of property on a military installation or desiring to engage in restricted activities on a military installation. Items/activities include but are not limited to privately owned firearms/weapons, pets and hunting and fishing.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains the registration form for items of restricted property and the permit application for restricted activities.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012(g).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Files contain information acquired to assist the commander in carrying out effective law enforcement, troop safety, and crime prevention programs. Routine users within the agency include: commanders in exercising their authority under the provisions of chapter 47, Title 10, US Code, 'Uniform Code of Military Justice'; persons designated by the commander to assist him in carrying out his judicial and administrative responsibilities; United States (US) Army Criminal Investigation Command (USACIDC); and law enforcement personnel of other Armed services when personnel of these services are involved. Information is furnished to criminal justice elements outside the agency for investigation and prosecution purposes when such cases fall within their jurisdiction or concurrent jurisdiction is applicable. These include: Federal Bureau of Investigation; US Customs Services; Bureau of Alcohol, Tobacco and Firearms; US District Courts; US Magistrates; state and local law enforcement, 'wildlife conservation' and public health agencies; and in oversea areas, host government law enforcement agencies.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by name.

SAFEGUARDS:

Only authorized personnel have access to files. Physical security measures include locked containers/storage areas, controlled personnel access, and continuous presence of authorized personnel.

RETENTION AND DISPOSAL:

Destroyed upon removal of the restricted property from the military installation or upon expiration of the permit.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, Washington, DC 20310

NOTIFICATION PROCEDURE:

See EXEMPTION

RECORD ACCESS PROCEDURES:

See EXEMPTION

CONTESTING RECORD PROCEDURES:

See EXEMPTION

RECORD SOURCE CATEGORIES:

Army citizen desiring/required to register firearms/weapons, pets, etc., that will be maintained within or desiring to hunt/fish within the confines of an installation.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a (j) or (k), as applicable. For additional information, contact the System Manager.

A0509.09aDAPE

SYSTEM NAME:

509.09 Traffic Law Enforcement Files

SYSTEM LOCATION:

Files are maintained at the installation producing the files. Official mailing addresses are in the Department of Defense (DOD) directory in the Appendix.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any citizen who, at a military installation, registers a privately owned motor vehicle; is subject of a traffic violation/summons; is a subject, victim, complainant or witness to a traffic accident; or has registered to participate in the installation car pool system or has a parking permit issued.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain: Documents used to register privately owned motor vehicles and to record moving traffic violations and chargeable accidents of individual drivers; accident reports; traffic violation reports, notices and summons; and documents relating to issuance of car pool or individual parking permits. File may be automated as a part of the Vehicle Registration System (VRS) which is a part of the Military Police Management Information System (MPMIS). The registration information may be coded for entry on the master file, normally updated weekly when a part of MPMIS VRS. The master file is management manipulated to produce the following reports: listing of all registrants and their vehicles on an as required basis by decal number, state license number or name; as required, rosters by unit and decal number showing registrants with safety inspections due and those requiring annual verification of DA Form 3626; monthly rosters of registrants with suspended or revoked driving privileges.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012(g).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Vehicle registration information is collected to assist the commander in carrying out effective law enforcement, traffic safety, and crime prevention programs. Vehicle registration facilitates Department of Army (DA) compliance with Highway Safety Program Standards (Title 23 U.S.C., Section 402) that have been made applicable to federally administered areas. Information is released only to authorized law enforcement agencies upon request. To assist in identification and apprehension of individuals who commit traffic and criminal offenses. Car pool registrations are utilized to assist person(s) desiring to participate in the program, to be identified with other persons within the same residential geographical area to create or join existing car pools. Car pools parking permits are issued and are a means of identifying those vehicles authorized to park in Car Pool Only parking spaces. Information is released only to any law enforcement agency upon request. Traffic violation reports, notices, and summonses are: basis for disciplinary action by commander in accordance with Chapter 47, Title 10, U.S.C., 'Uniform Code of Military Justice'; referred to US Magistrates and US District Courts in accordance with Title 18, U.S.C., Section 13, 'Assimilated Crimes'; and referred to DOD agencies and host State Motor Vehicle Departments for appropriate driver improvement measures including suspension/revocation of driving privilege, remedial driver training, counseling, or rehabilitation/treatment. Accident reports, which include violation data described above, are used to identify factors contributing to the causes of accidents, injuries, and deaths as a means for initiating appropriate measures (engineer, enforcement, educational) to reduce the frequency/severity of accidents occurring on military installations. Accident reports are routinely distributed to commanders, safety directors, facility engineers, and staff judge advocates. Disclosure outside the agency is only made upon request. VRS is used to insure registrants attest to meeting certain insurance standards; to preclude individuals who have suspended or revoked installation driving privileges from operating motor vehicles or who have vehicles that fail to meet vehicle inspection standards; to assist in rapid identification and apprehension of traffic violators; to provide management data on which to base crime prevention, selective enforcement and improved driving safety.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and card files.

Portions of VRS and index cards may be automated using paper tape, disk, magnetic tape or card.

RETRIEVABILITY:

Vehicle registrations are filed alphabetically by name and/or by any category of information contained therein; traffic violations are filed alphabetically by name; and accident reports are filed by location of accident. A cross-reference index is maintained.

SAFEGUARDS:

Distribution controls are outlined in Army Regulation (AR) 190-45, and only authorized personnel have access to files. Physical security measures include locked containers/storage areas, controlled access, and continuous presence of authorized personnel.

RETENTION AND DISPOSAL:

Destroyed after two years or discontinuance, unless transferred with individual upon reassignment.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, Washington, DC 20310, and installation commanders producing the records.

NOTIFICATION PROCEDURE:

Information may be obtained from the command/installation/ activity office of record.

RECORD ACCESS PROCEDURES:

Requests for access should be addressed to the command/installation/activity at which the record is located. Written requests should contain the full name of individual, current address, social security number and specificity as to the information sought.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations are contained in AR 340-21.

RECORD SOURCE CATEGORIES:

Subjects, witnesses, victims, persons desiring to participate in the car pool system, Military Police personnel and special agents, Federal, state and local investigative and law enforcement agencies, departments or agencies of foreign governments and other individuals or organizations which may supply pertinent information.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under Title 5 U.S.C., 552a (j) or (k) as applicable. For additional information, contact the SYSMANAGER.

A0509.18aDAAG

SYSTEM NAME:

509.18 Solicitation Ban List Files.

SYSTEM LOCATION:

Field Policy Division, Administrative Management Directorate, The Adjutant General Center.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual whose on base solicitation privileges have been withdrawn by the Department of the Army or the Department of the Navy.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's name and the name of the company he represented.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Major Army commands, OASD (M&RA), Dept of the Navy and Dept of the Air Force. To deny solicitation privileges to individuals who have been banned from military installations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folder.

RETRIEVABILITY:

Alphabetical list.

SAFEGUARDS:

Records are maintained in area accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Retained in active file until new list is published and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters Department of the Army, The Pentagon, Washington, DC

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQDA (DAAG-AMP)
Room GA 172
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693/0718

RECORD ACCESS PROCEDURES:

Requests for information should be addressed to: Headquarters, Department of the Army (DAAG-AMP) Room GA 172, Forrestal Building, Washington, DC 20314.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from HQDA (DAAG-AMR-S), Washington, DC 20314.

RECORD SOURCE CATEGORIES:

Names of agents forwarded to HQDA by Army installations recommending Army-wide withdrawal of solicitation privileges and approved by HQDA.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0509.18bDAPE

SYSTEM NAME:

509.18b Expelled or Barred Person Files

SYSTEM LOCATION:

Files are maintained at the installation producing the files. Official mailing addresses are in Department of Defense directory in Appendix.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any citizen who is expelled or barred from an Army installation.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain: expulsion orders, investigative reports to include related documents leading to expulsion and barring, and an alphabetical list of those individuals so expelled or barred.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 18 U.S.C., Section 1382.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is collected to assist the commander in carrying out responsibilities required by above cited statute. Information is not disclosed outside the agency except in those instances where it would be furnished to representatives of United States (US) District Courts in connection with the investigation and prosecution of a violation of the cited statute.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folder.

RETRIEVABILITY:

Filed alphabetically by name.

SAFEGUARDS:

Distribution and access to files based on strict need to know. Physical security measures include locked containers/storage areas, controlled personnel access, and continuous presence of authorized personnel.

RETENTION AND DISPOSAL:

Destroyed on revocation, or upon discontinuance.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, Wash DC 20310.

NOTIFICATION PROCEDURE:

See exemption

RECORD ACCESS PROCEDURES:

See exemption

CONTESTING RECORD PROCEDURES:

See exemption

RECORD SOURCE CATEGORIES:

Subjects, witnesses, victims, Military Police and US Army Criminal Investigations Command personnel and special agents, informants, various Department of Defense, Federal, State and local investigative and law enforcement agencies, departments or agencies of foreign governments; and any other individuals or organizations which may supply pertinent information.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a (j) or (k) as applicable. For additional information, contact the Systems manager.

A0509.19aDAPE

SYSTEM NAME:

509.19a Military Police Investigator Certification Files

SYSTEM LOCATION:

Primary System: Record files pertaining to individual certification actions are maintained at US Army Military Personnel Center (DAPC-EPM-L), 200 Stovall Street, Alexandria, Virginia 22332.

Decentralized copies: Correspondence relating to certification is maintained at the installation initiating request and at respective major Army commands. Official mailing addresses are in the Department of Defense (DOD) directory in the appendix.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who has been nominated by a commander for certification as a Military Police Investigator.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain: requests, name checks, background checks, approvals, disapprovals, appeals, rebuttals, and related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012(g).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is collected to establish eligibility and suitability of individuals to be certified as Military Police Investigators. Information is not disclosed outside of the agency, and within the agency access to records containing adverse suitability information is restricted by use of protective markings.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folder and card indexes.

RETRIEVABILITY:

Filed alphabetically by name.

SAFEGUARDS:

Building employs security guards and controls access. Distribution and access to files based on strict need-to-know. Files contained in locked cabinets when not under personal supervision of authorized personnel.

RETENTION AND DISPOSAL:

Destroyed upon individual's release from active service or 3 years after involuntary withdrawal of certification.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Requests should be addressed to Deputy Chief of Staff for Personnel, HQDA, (DAPE-HRE) Washington, DC 20310

RECORD ACCESS PROCEDURES:

Requests should be addressed to Commander, US Army Military Personnel Center (DAPC-EPM-L), 200 Stovall St., Alexandria, VA 22332

CONTESTING RECORD PROCEDURES:

Requests should be addressed to Deputy Chief of Staff for Personnel, HQDA, (DAPE-HRE), Washingotn, DC 20310

RECORD SOURCE CATEGORIES:

Subjects, witnesses, victims, Military Police and United States Army Criminal Investigations Command personnel and agents, informants, various DOD, Federal, State and local investigative and law enforcement agencies, departments or agencies of foreign governments; and any other individuals or organizations which may supply pertinent information.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a (j) or (k) as applicable. For additional information, contact the SYSMANAGER.

A0509.19bUSAREUR

SYSTEM NAME:

509.19 US Army, Europe (USAREUR) Motor Vehicle Registry Files

SYSTEM LOCATION:

Primary System-USAREUR Motor Vehicle Registry, Army Post Office (APO) NY 09102, Heidelberg, Federal Republic of Germany (FRG).

Decentralized Segments: Temporary Registration Stations, Customer Service Centers Driver Testing Stations, Privately Owned Vehicle (POV) Inspection Stations, and Rod and Gun Clubs. Official mailing addresses are available upon request from the USAREUR Motor Vehicle Registry.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who has requested a service (this includes the sponsor when a dependent requests the service) from the USAREUR Motor Vehicle Registry, e.g., the registration of a POV or a privately owned firearm (POF), or the issuance of a POV operator's license, or any other service performed for individuals.

Any individual who has been reported to have committed an offense which could have resulted in adverse action against their USAREUR POV driving privilege or their declaration of ineligibility therefore in accordance with existing directives.

Any individual who has acquired, legally or illegally, custody or ownership of a POV or POF which was or should have been registered with the USAREUR Motor Vehicle Registry in accordance with existing directives.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains information derived from individual applications to register POV and POF, applications for USAREUR POV operators license, applications for other services provided by the USAREUR Motor Vehicle Registry, and correspondence related thereto; applications include information with respect to the individual (i.e., name, rank, SSN, unit/organization, duty phone, date of birth, place of birth, marital status, accompanied or unaccompanied, whether glasses worn, and driving record), with respect to the vehicle (i.e., make, model, body type, year, color, chassis number, horsepower, insurer, policy number, effective date, lien holder and amount, origin of vehicle, disposition of vehicle, name of buyer), and with respect to a firearm (i.e., manufacturer, type, caliber, serial number, class of registration, origin, disposition, and name of buyer); information derived from reports issued by US military or host country authorities which, in accordance with existing directives, concern an offense or circumstances for which action against the USAREUR POV or POF registration or the USAREUR POV driving privilege may be or has been taken; and information concerning the transfer of ownership of POV or POF which have been or should have been registered with the USAREUR Motor Vehicle Registry in accordance with existing directives.

Manual backup is maintained of: (1) POV registration applications, supporting and related documents and correspondence - filed by registration number; (2) POV operator license applications and related documents and correspondence-filed partially by operator license number and partially alphabetically by last name of individual; and (3) POF applications-filed alphabetically by last name of individual.

The file also consists of certain manually-maintained records which are comprised of correspondence between the USAREUR Motor Vehicle Registry and individuals, groups, agencies, activities or other collective bodies - these are filed chronologically by category.

Manual records are also maintained for access to USAREUR Motor Vehicle Registry files and related processing papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012; Secretary of the Army: powers and duties; delegation by.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purpose of the files are to (1) establish prima facie ownership of POV or POF (2) determine registration status of POV and POF, insurance and lien status of POV, and licensed status of POV operators; and (3) record driving history of vehicle operators.

Offices within the USAREUR Motor Vehicle Registry use the information: (1) to evaluate and process applications for registration of POV and POF and applications for issuance of USAREUR POV operators license; (2) for locator purposes; (3) to insure compliance with existing regulations pertinent to the registration of POV and POF; (4) to take or recommend action against individuals whose driving history reflects adversely against their driving ability or performance or when conditions occur which require that action be taken to comply with existing regulations or host country laws; (5) to notify commanders, supervisors, or other responsible agencies when a violation of existing regulations has occurred; (6) to respond to requests for identification, registration, insurance and lien data concerning POV, POF and their owners, and licensed status of POV operators received from authorities of US Forces, from government agencies of Germany and other foreign countries, or from verifying authorities, attorneys, lien holders, prospective lien holders, prospective POV purchasers, or insurance companies; (7) to enable fulfillment of requests received from individuals for miscellaneous services performed by the USAREUR Motor Vehicle Registry within the scope of the registry function.

Commanders and supervisors use information provided to detect, investigate and evaluate alleged or suspected offenses, and when appropriate, to support administrative or disciplinary action against offenders, and to assist personnel with problems.

Authorities of the US Forces and other governments use information provided for law enforcement and investigative purposes, to support requests for services from US Forces personnel, to

establish insured status of POV and POV operators, to aid in establishing identification of an individual, and to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements regulating the stationing and status in foreign countries of DOD military and civilian personnel.

Attorneys use information to aid them in civil and criminal proceedings on behalf of a client.

Lien holders use information provided to assist in determining compliance with terms of contracts and agreements.

Insurance companies use information provided to validate compliance with terms of contracts, to terminate contracts for cause (cancel insurance); and to determine insured status of POV and POV operators, or to identify a POV owner, on behalf of a client.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer disks, computer magnetic tapes, computer paper printouts, computer punch cards, paper records in file folders, application forms and supporting documents and related correspondence in file trays and cabinets, and microfiche.

RETRIEVABILITY:

Indexed by computer alphabetically by last name, social security number, POV chassis number, POF serial number, POV operator's license number, POV registration number, and by MP or CID report number.

Manual backup records are filed by POV registration number, by POV operator's license number (however some operator's licenses will be filed alphabetically by last name until 1980), and by last name of POF registrants.

SAFEGUARDS:

Building has employees who make periodic and scheduled security checks. Records are maintained in areas accessible only to authorized personnel who are screened, cleared and trained. Computer programs have safety checks, validation code systems, and editing procedures.

RETENTION AND DISPOSAL:

POV Registration Files: Automated files are cleared and manual files are destroyed three years after the end of the year in which final disposition of the license plates occurred (e.g., plates destroyed, cancelled or replaced or POV shipped outside of FRG).

POF Registration Files: Automated files are cleared and manual files are destroyed five years after the end of the year in which registration expired or was cancelled.

POV Operator License Files: Manual files are destroyed at the end of the year in which expiration occurred, and computer is cleared three years after the end of the year in which expiration occurred, except that both files may be transferred to Driving History Files when the license has been revoked or suspended or the individual has been declared ineligible to receive a license.

Driving History Files: (1) Records reflecting chargeable nonfatal traffic accidents/moving violations: automated files are cleared and manual files destroyed 3 years after the end of the year in which the accident/violation occurred; (2) Records reflecting nonmandatory suspensions or revocations; automated files are cleared and manual files are destroyed 5 years after the end of the year in which the suspension or revocation was imposed; (3) Records reflecting mandatory revocations or declarations of ineligibility to receive a license; automated files are cleared and manual files are destroyed 7 years after the end of the year in which revocation or declaration of ineligibility occurred.

Manual files concerning requests for services are destroyed two years after the end of the year of accumulation.

Manual files relative to applications for access to USAREUR Motor Vehicle Registry files are destroyed 5 years after the end of the year of accumulation.

SYSTEM MANAGER(S) AND ADDRESS:

Commander in Chief, US Army, Europe and Seventh Army, APO NY 09403.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Registrar, USAREUR Motor Vehicle Registry, APO New York 09102

To determine whether or not the system contains a record about himself, the requesting individual must provide his full name and either (1) social security number (SSN)--disclosure of SSN is voluntary and an individual will not be denied his right under the Privacy Act to access to a record pertaining to him solely for failure or refusal to supply his SSN, or (2) other precise information which can enable unique identification of him as a particular individual from among others with identical or similar names, e.g., date of birth, operator's license number(s), POV or POF registration numbers, chassis number of POV or serial number of POF.

A person requesting information on whether or not the system contains records pertaining to him may visit the Office of the Registrar, USAREUR Motor Vehicle Registry, APO New York 09102.

For Personal visits, the requester must provide an identification document issued by a US Federal agency (military ID card, Department of State ID card, US Passport, etc.) and verbal information that can be verified with his case folder(s).

RECORD ACCESS PROCEDURES:

An individual may contact the Registrar, USAREUR Motor Vehicle Registry, APO New York 09102, to obtain procedures whereby he can be notified how to gain access to any record pertaining to himself in the system of records.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation (AR) 340-21.

RECORD SOURCE CATEGORIES:

Applications and supporting documentation, and correspondence related thereto, received from individuals for registration of POF or POV, for issue of POV operator's license, and for other services provided by the USAREUR Motor Vehicle Registry.

Communications from insurance companies relative to POV insurance and registration data.

Reports from US military or host country authorities.

Communications from Temporary Registration Stations and Customer Service Centers, Driving Testing Stations, POV Inspection Stations, and Rod and Gun Clubs.

Applications and related documentation from individuals requesting access to USAREUR Motor Vehicle Registry files.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0509.19cDAAG

SYSTEM NAME:

509.19 Vehicle Registration File

SYSTEM LOCATION:

Washington National Records Center, General Services Administration, Suitland, MD 20409.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any US Government Personnel who resided in Thailand and who was required to register vehicles under USMACTHAI Regulation 1-13.

CATEGORIES OF RECORDS IN THE SYSTEM:

The file contains information related to importing, local purchase, and vehicle registration with the Royal Thai Government.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records are used only to answer inquiries.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Vehicle Registration File is a card file. Privately Owned Vehicle(s) (POV) records are in file folders. Files of the various categories of POV are on computer printouts.

RETRIEVABILITY:

All records are filed alphabetically. In addition, the files on the categories of POV are also retrieved by license plate number.

SAFEGUARDS:

Building employs security guards. Records are maintained in storage areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Normal disposition procedures were preempted by imposition of a Department of Defense moratorium. At the present time, these records will be retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, Washington, DC 20314.

NOTIFICATION PROCEDURE:

Information may be obtained from HQDA (DAAG-AMR-S), Room GA-080, Forrestal Building, Washington, DC 20314; telphone: Area Code 202/693-1845.

RECORD ACCESS PROCEDURES:

Requests should be submitted to The Adjutant General, HQDA (DAAG-AMR-S), Washington, DC 20314. Requesters should furnish their full name and any information that would readily identify the record sought. Personal visits are not permitted.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21(32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Information is obtained from individuals and messages.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0509.20aDAAG

SYSTEM NAME:

509.20 Ration Control/Commissary/ Cosmetic Purchase File

SYSTEM LOCATION:

Washington National Records Center, General Services Administration, Suitland, MD 20409.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who made purchases in Thailand Regional Exhcange (TRE) facilities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Major Item Ration Control Printout: The master file was used to produce listing on an 'as required' basis of all major TRE purchases made by an individual.

Commissary Printout: Used to produce a listing of individuals who overspent their monthly dollar amount in the commissary.

PX, Commissary, Class VI Questionnaire File: Used to issue ration control cards on a semiannual basis; record all requests for supplemental purchases, items under control of the MACT Form 120, and major household applicance purchases.

PACEX Catalog Purchase File: Used to produce a listing of all items purchased by an individual from PACEX on an 'as required' basis.

Ration Control Registers: Used for control of MACT Forms 36S, 36D, 36U, 81 and 57.

Duty-Free Inspection File: Used to provide information on proper disposition of duty-free merchandise.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records are used only to answer inquiries.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are in file folders and on computer printouts in file cabinets within a Government secured building.

RETRIEVABILITY:

Information on the printouts is retrived by social secuirty number (SSN), and by Ration Control Unit Number. Information on PX, Commissary, Class VI file is retrived by name and unit. Information on Duty-Free Inspection File is retrived by name.

SAFEGUARDS:

Building employs security guards. Records are maintained in storage areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Normal disposition procedures were preempted by imposition of a Department of Defense moratorium. At the present time, these records will be retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, Washington, DC 20314.

NOTIFICATION PROCEDURE:

Information may be obtained from HQDA (DAAG-AMR-S), Room GA-080, Forrestal Building, Washington, DC 20314; telephone: Area Code 202/693-1845.

RECORD ACCESS PROCEDURES:

Requests should be sumbitted to The Adjutant General, HQDA (DAAG-AMR-S), Washington, DC 20314. Requesters should furnish their full name and any information that would readily identify the record sought. Personal visits are not permitted.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Applications and related forms from individuals who requested ration control privileges in Thailand.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0509.20bDAAG

SYSTEM NAME:

509.20 Alphabetical Roster (Thailand)

SYSTEM LOCATION:

Washington National Records Center, General Services Administration, Suitland, MD 20409.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian US National personnel who were assigned to USMACTHAI/JUSMAGTHAI and the US Embassy, Thailand, who were authorized duty-free privileges by the Thai Government.

CATEGORIES OF RECORDS IN THE SYSTEM:

File consists of punched cards prepared from paper forms. Multiple copies of the entire system are produced by photo-offset process. The information stored includes: name, rank or grade, social security number (SSN), branch of service, duty section, date of rank (if military), number of dependents in Thailand, date eligible to return from overseas, duty phone number, quarters phone number, wife's first name (if in Thailand), individual's date of birth, and local address.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records are used only to answer inquiries.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Punch cards in card files; printed paper rosters in booklet form.

RETRIEVABILITY:

Category (military or civilian), then alphabetically by last name of individual.

SAFEGUARDS:

Building employs security guards. Records are maintained in storage areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Normal disposition procedures were preempted by imposition of a Department of Defense moratorium. At the present time, these records will be retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, Washington, DC 20314.

NOTIFICATION PROCEDURE:

Information may be obtained from HQDA (DAAG-AMR-S), Room GA-080, Forrestal Building, Washington, DC 20314; telephone: Area Code 202/693-1845.

RECORD ACCESS PROCEDURES:

Requests should be submitted to The Adjutant General, HQDA (DAAG-AMR-S), Washington, DC 20314. Requesters should furnish their full name and any information that would readily identify the record sought. Personal visits are not permitted.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Individual concerned and official records of the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0509.21aDAPE

SYSTEM NAME:

509.21a Local Criminal Information Files

SYSTEM LOCATION:

Records are maintained at the installation initiating or collecting the documents. Official mailing addresses are in Department of Defense (DOD) directory in the Appendix.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any citizen or group of citizens who is suspected or involved in criminal activity directed against or involving the United States Army.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain reports and supporting documents of criminal activity directed against or involving the US Army.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., SEction 3012(g).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Local criminal information files contain reports of criminal activity to include methods of operation received from individuals or agencies and documents acquired pursuant to receipt of such reports. Information is acquired to identify individuals or groups of individuals in an effort to anticipate, prevent or monitor possible criminal activity directed against or involving the US Army; to enable agency officials, commanders, or civil criminal justice agencies to meet their responsibilities regarding the maintenance of discipline, law and order through investigation and possible criminal prosecution, civil court action, or regulatory order. Routine users within the agency include: commanders in exercising their authority under the provisions of Title 10 and 18, US Code; persons designated by the commander to assist in carrying out his responsibilities, i.e., staff judge advocate, investigating officers appointed in accordance with Army regulations, US Army Criminal Investigation Command (USACIDC), military intelligence personnel in those incidents involving possible or actual sabotage or espionage; and other persons or agencies having a need for such information, e.g., law enforcement personnel of other Armed services when such service personnel or property are involved. Acquired information falls within their jurisdiction or concurrent jurisdiction is applicable. These include: Federal Bureau of Investigation; Drug Enforcement Administration; US Customs Service; Bureau of Alcohol, Tobacco and Firearms; local law enforcement agencies; and in oversea areas, host government law enforcement agencies.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

File alphabetically by name, or by any category of information contained therein. A cross-reference index may be maintained.

SAFEGUARDS:

Only authorized personnel have access to files. Physical security measures include locked containers/storage areas, controlled personnel access, and continuous presence of authorized personnel.

RETENTION AND DISPOSAL:

Destroyed upon supersession, obsolescence, or deactivation of the related command.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, Washington, DC 20310

NOTIFICATION PROCEDURE:

See EXEMPTION

RECORD ACCESS PROCEDURES:

See EXEMPTION

CONTESTING RECORD PROCEDURES:

See EXEMPTION

RECORD SOURCE CATEGORIES:

Subjects, witnesses, victims, Military Police and USACIDC personnel and special agents, informants, various DOD, Federal, State and local investigative and law enforcement agencies, departments or agencies of foreign governments; and any other individuals or organizations which may supply pertinent information.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a (j) or (k), as applicable. For additional information, contact the System Manager.

A0601.08aDAAG

SYSTEM NAME:

601.08 Club Management Personnel Files

SYSTEM LOCATION:

Headquarters, Department of the Army (HQDA) (DAAG-CMT-CS), Washington, DC 20314.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Personnel who have applied, are employed by, assigned to, or were employed by the Army Club System.

CATEGORIES OF RECORDS IN THE SYSTEM:

Request for Intelligence Agency dossier check copies of the individual applications, together with letters of recommendation, Enlisted Club Management Career and Development Program applications for award of Primary Military Occupational Specialties (PMOS)/00J50 and/or 021A. Data report; qualification record; determination of moral eligibility and waiver of disqualifications; educational transcripts; reliefs, component; awards, releases, transfers and other military service data; transmittal letters; control cards and related documents. Informational paper and card files on officers, warrant officers, enlisted personnel and civilians; training information, general personnel printouts of officer, warrant officer and enlisted temporary duty orders; copies of assignment instructions; PMOS 00J50, 021A, and Specialty Skill Identifier Code 43; letters of recommendation on Club personnel; military personnel information files; recommendations for award; letters of welcome, orders, and letters of reprimand; extracts of results of US Army Criminal Investigation Command/Intelligence Agency Records check on military personnel only; training information and letters of commendation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records are used to facilitate, recruit, select, appoint, assign, pay, evaluate, recognize, discipline, train, develop, and separate individuals; and execute managerial and supervisory functions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, file cards in cardex files.

RETRIEVABILITY:

By last name, social security number (SSN), or other personal identifier.

SAFEGUARDS:

Storage area restricted to authorized personnel and documents treated as if they were For Official Use Only.

RETENTION AND DISPOSAL:

Records are held for the period of probability of use; then retained in records holding area for a safety period and subsequently destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, HQDA, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from HQDA (DAAG-CMT-CS), Washington, DC 20314.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: HQDA (DAAG-CMT-CS), Washington, DC 20314. Written requests from individuals should contain the full name of the requester, current address and telephone number, a specific description of the information/records sought, and any identifying numbers such as SSN. For personal visits, the individuals should be able to provide acceptable identification, such as: driver's license, employing offices, identification card and furnish verbal information that can be verified.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents of the records and appealing initial determinations may be obtained from Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Applicant or employee prepared or introduced documents, statements, or correspondence from persons having knowledge of the individual or acts of the individual, official records; officially generated documents noting actions or events affecting employment and/or pay.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0606.07aDAPE

SYSTEM NAME:

606.07 Safety Award Files

SYSTEM LOCATION:

Decentralized maintenance: Safety Offices at all levels of command including Department of the Army (DA), Major Command and installation level.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any DA military/civilian personnel who have received or who have been considered for an award for accomplishments in the safety field, i.e., operators of Army motor vehicles/equipment, and other deserving individuals.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains approved requests, orders, certificates, citations, disapproved requests and similar or related documents reflecting the consideration and selection of individuals for recognition of outstanding effort and achieve- ment in the prevention of accidents. Automated file consists solely of Broken Wing Award data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pub. L. 91-596, Section 19, Occupational Safety and Health Act of 1970; and Section 2, Executive Order 11807, Occupational Safety and Health Programs for Federal Employees.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Safety Offices at all levels of command including DA, Major

Command and installation level use documents in this file for history of outstanding individual effort and achievement in the prevention of accidents. The file is used to evaluate the need for additional awards for outstanding individuals.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

Portions of Broken Wing Award files are maintained on computer magnetic tape at the United States Army Safety Center Ft Rucker, AL 36362.

RETRIEVABILITY:

File is arranged by time interval such as by month, quarter, year, as required, for promotion of accident prevention; within time interval, documents are filed alphabetically by the last name of award recipient.

SAFEGUARDS:

Buildings are kept locked, and records are maintained in areas accessible only to authorized personnel who are properly screened and trained.

RETENTION AND DISPOSAL:

Office performing award selection responsibility: Permanent.

Recipient offices: Permanent.

All other offices: Destroyed after 2 years, or on discontinuance, whichever is first.

SYSTEM MANAGER(S) AND ADDRESS:

Army Director of Safety, Headquarters, Department of the Army, Office of the Deputy Chief of Staff for Personnel, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQDA (DAPE-HRS)
Room 1E686
The Pentagon
Washington, DC 20310
Telephone: Area Code 202/697-6180

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: HQDA (DAPE-HRS), Washington, DC 20310.

Written requests for information should contain full name of recipient, date and location of award presentation, current address, and telephone number.

For personal visits, the individual should be able to provide acceptable identification such as driver's license or employing office identification card.

CONTESTING RECORD PROCEDURES:

The Army's rule for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Documents supporting outstanding effort and achievement in accident prevention such as accident history, driver record, efforts made in safety promotion and education as supplied by the applicable unit, are used toward the completion of the award process.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0607.01bDAPE

SYSTEM NAME:

607.01 Accident and Incident Case Files; Army Safety Management Information System

SYSTEM LOCATION:

Primary System: US Army Safety Center (USASC), Attn: PESC-D Ft Rucker, AL 36362.

Decentralized Segments: Safety Offices at all levels of command including Department, Major Command and installation level.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Documents describing Army accidents are maintained with personnel identification when the following categories of persons are involved in Army accidents: Active Army military personnel; Army civilian employees; Army Reserve; Army Reserve Officers Training Corps under Army supervision; Army National Guard; Army contractor employees working on an Army installation; non-US citizen Army employees both direct and indirect hire; other persons not engaged in normal activities of an Army installation or activity not specifically defined as a separate category such as persons paid from nonappropriated funds; visitors to an installation, local residents, personnel of other agencies and services, foreign military students, dependents, and government and contractor employees injured on post in activities outside their employment duties; individuals off-post involved in accidents incident to Army operation.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains all pertinent and relevant information relating to Army accidents, including Aviator Mishap Data File consisting of Preliminary Reports of Aviation Mishaps, but excludes aircraft accident reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., section 7902; Pub. L. 91-596, Section 19, Occupational Safety and Health Act of 1970 and Section 2, Executive Order 11807, Occupational Safety and Health Programs for Federal Employees.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is gathered and maintained solely for accident prevention purposes. Users are Department of the Army or National Guard personnel (military or civilian) tasked with analyzing and improving the Army or National Guard Safety Programs; and for determining qualification of Army or National Guard aviators for selected programs. Various Department of Defense agencies, the Department of Labor, Federal Aviation Agency, other Federal, State, and local agencies, and applicable civilian organizations, such as the National Safety Council; National Transportation Safety Board, are furnished categories of data for use in a combined effort of accident prevention.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records, computer magnetic tapes, magnetic disks and microfilm.

RETRIEVABILITY:

By date, location, and type of accident involved. In rare instances it may be retrieved by individual's last name and social security number (SSN) in addition to other necessary information. Aviator accident mishap data is retrieved by individual's last name and/or SSN.

SAFEGUARDS:

Information is coded, located in locked rooms, accessed by authorized personnel only. Only Major Army Command Safety Data Managers and the SYSMANAGER are allowed access to the records.

RETENTION AND DISPOSAL:

Office performing Army-wide staff responsibility for safety function and reviewing offices at lower echelons: Destroyed after 5 years.

USASC: Permanent. Retired to Washington National Records Center on discontinuance. Aviator Mishap Data File: Destroyed after 20 years.

Offices initiating reports and investigations: Destroyed after 2 years or on discontinuance, whichever is first.

SYSTEM MANAGER(S) AND ADDRESS:

Army Director of Safety, Headquarters, Department of the Army (HQDA), Office of The Deputy Chief of Staff for Personnel, Washington, DC 20310

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQDA (DAPE-HRS)
Room 1E686
The Pentagon
Washington, DC 20310
Telephone: Area Code 202/697-6180

RECORD ACCESS PROCEDURES:

Written requests for information should contain full name, SSN, when and where accident occurred, and type of accident.

Individuals should contact Commander, U.S. Army Safety Center, Ft Rucker, AL 36362.

For personal visits, the individual should be able to provide acceptable identification; i.e., military ID, driver's license, employment ID, or other document which displays photograph/name/SSN/address/or physical characteristics to adequately identify the visitor.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Documents originating at various Army command levels, which include reports of accident, injury, fire, morbidity, military police traffic accident investigations, casualty, individual sick slips, serious incident reports, operator's reports of motor vehicle accidents, marine casualty reports, and Preliminary Report of Aviation Mishap.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0608.04aDASG

SYSTEM NAME:

608.04 Radiation Incident Case Files

SYSTEM LOCATION:

Primary System: Health and Environment Division, Health Care Directorate, The Surgeon General's Office, Washington, DC 20310.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Army personnel, military and civilian, overexposed to hazards of ionizing and non-ionizing radiation.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains documents related to investigating and reporting cases of overexposure of individuals to ionizing and non-ionizing radiation, including personnel dosimetry results, reports of film badge readings and similar and related documents; and analysis of biological specimens, whole-body counts, eye examinations, and similar or related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 CFR; Pub. L. 91-596; Executive Order 11807.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Health and Environment Division, The Surgeon General's Office: To identify and correct unsafe working conditions, provide data for use in possible subsequent litigation, and determine whether individual should be permitted to continue to work in a radiation environment.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by name in approved user files.

SAFEGUARDS:

Building employs security guards. Records are maintained in area accessible only to authorized personnel who are properly screened.

RETENTION AND DISPOSAL:

Permanent; cut off on completion of the investigation or operation. Destroyed after 30 years.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, (HQDA), The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained by written request to:
HQDA (DASG-HCH)
The Pentagon
Washington, DC 20310

RECORD ACCESS PROCEDURES:

Requests should be addressed to: Office of The Surgeon General, Department of the Army (DASG-HCH), Washington, DC 20310.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Interview with individual; medical records; reports of investigation.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0609.01aDASG

SYSTEM NAME:

609.01 Individual Radiation Protection Files

SYSTEM LOCATION:

Primary System - Army installations/activities which possess, use, or store radiation-producing devices or radioactive materials.

Decentralized Segment - Nucleonics Section, Quality Assurance Division, Lexington Blue Grass Depot Activity, Lexington, KY.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Army personnel, civilian and military, occupationally exposed to hazards of ionizing radiation and occasionally exposed and monitored visitors.

CATEGORIES OF RECORDS IN THE SYSTEM:

Installation personnel and Radiation Protection Committee files contain documents, DD Forms 1952, DD Forms 1141, DA Forms 3484, exposed dosimetry film, and related papers reflecting the training, experience, and certification of individual radiation workers to handle specific sources of ionizing radiation; summary listings of certified individuals; external exposures to ionizing radiation, including personnel dosimetry results and reports of film badge readings; and internal exposures to radioactive materials, including analysis of biological specimens and whole-body counts.

Lexington Blue Grass Depot Activity automated dosimetry file contains data elements reflecting individual name, social security number, film badge number, coded cross-reference to place of assignment at time of exposure, from-to dates of exposure and radiation dose, cumulative quarterly, annual and lifetime dose, type of measuring device, and coded cross-reference to qualifying data regarding exposure readings.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 CFR 35; 10 CFR 20; Title 44 U.S.C., Section 3101; Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To insure individual qualifications to handle radioactive materials; to monitor, evaluate, and control the risks of individual exposures to ionizing radiation or radioactive materials by comparison of both current (short-term) and long-term exposures; to provide radiation data to other Federal agencies, academic institutions, and non-governmental agencies, such as the National Council on Radiation Protection and Measurement and the National Research Council, authorized to conduct radiation research, evaluation, and monitorship.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, film packets, magnetic tape/disk.

RETRIEVABILITY:

Filed alphabetically by name; automated data retrievable by name, social security number, or automatic data processing parameters.

SAFEGUARDS:

Buildings employs security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened and trained; access to computer operations room is controlled by card key system, which requires positive identification and authorization.

RETENTION AND DISPOSAL:

Certified user listing files - Retained 5 years after reassignment, transfer or separation of individual.

Personnel Dosimetry files - Permanent. Processed film indicating normal exposure is retained 5 years after evaluation and recorded on permanent records.

Personnel Bioassay files - Permanent medical records.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army (HQDA), The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained by written request to:
HQDA (DASG-PSP)
Room 2D453
The Pentagon
Washington, DC 20310

RECORD ACCESS PROCEDURES:

Requests should be addressed to: Office of The Surgeon General, HQDA (DASG-PSP), Room 2D453, The Pentagon, Washington, DC 20310.

All requests should be written since files are not stored in HQDA. If telephone conversation is desired, at the expense of the inquirer, area code and telephone number will be furnished.

Personal visits by the individual requesting access may be arranged only with the official assigned to respond to a written request.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting content and appealing initial determination may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Monitored individuals and exposed dosimetry film.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0609.02DAAG

SYSTEM NAME:

Army Nuclear Test Personnel Review Program (ANTPR)

SYSTEM LOCATION:

Primary system exists at The Adjutant General's Office, Headquarters, Department of the Army, Washington, DC 20310.

Automated segments exist at the US Army Management Systems Support Agency, The Pentagon, Washington, DC 20310; US Army Reserve Components Personnel and Administration Center, St. Louis, MO 63132; and at Lexington-Blue Grass Depot, Lexington, KY 40507.

Extracts of individualized records reside at Headquarters, Defense Nuclear Agency (DNA), Washington, DC 20305.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army military and civilian personnel and/or contractor personnel in support of the Army who were exposed to radiation as the direct result of government-sponsored atmospheric nuclear detonation occurring between 1945 and 1962.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, rank/grade, service number, social security number (SSN), current or last known address, dates of test participation, radiation exposure and dosage data, Army unit/office of assignment at time of exposure, current medical status, and next-of-kin data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012; Title 42 U.S.C., Section 2013c.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

By the Department of the Army to identify personnel who either were exposed to or participated in the atmospheric nuclear detonation program and to collect radiation exposure information so as to determine appropriate government-provided medical treatment; and to answer inquiries.

By the Veterans Administration (VA) to process/adjudicate claims in which service-connected disabilities resulting from radiation exposure are alleged.

By the National Research Council and similar government authorized agencies to conduct epidemiological studies of effects of ionizing radiation from atmospheric nuclear weapons tests.

By authorized contractors of the Department of Defense/Department of Energy to reconstruct individual dosimetry data based on research and application of mathematical factors and to write historical summaries of atmospheric nuclear testing.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records on file folders; computer magnetic tapes, disks, and computer printouts.

RETRIEVABILITY:

By individual's name and/or service number/SSN.

SAFEGUARDS:

Access is limited to properly cleared personnel having need for the information in the performance of official duties. Paper records are maintained in locked containers. Magnetic tapes and disks are stored in secured computer areas, access to which is controlled by password.

RETENTION AND DISPOSAL:

Paper records are retained after data are transferred to magnetic tapes. Paper records will be retired to Washington National Records Center after completion of ANTPR effort. Magnetic tapes and disks are retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army (DAAG-AMR-S), Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Individuals may access records pertaining to them by furnishing full name, SSN and/or service number, Army unit/office to which assigned at time of radiation exposure, and place and approximate date(s) of exposure.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; Army organizational personnel, and medical records; the Veterans Administration, Department of Energy, Defense Nuclear Agency, and other military departments.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0611.05aDAAG

SYSTEM NAME:

611.05 Individual Gravesite Reservation Files

SYSTEM LOCATION:

Primary System: Cemetery Division, Memorial Affairs Directorate, The Adjutant General Center TAGCEN).

Decentralized Segments: Arlington National Cemetery, Arlington, VA 22211; Soldiers' Home National Cemetery, 21 Harewood Road, NW, Washington, DC 20011; and Army post cemeteries.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active and former Armed Forces personnel and non-service-connected dependents.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains records of gravesite reservations (Department of the Army (DA) Forms 2121) in Army national cemeteries and Army post cemeteries. DA Form 2121 contains reservee's address, number of grave and section reserved, and military service and reservation data of service-connected member.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Cemetery Division: To maintain official records of individuals holding gravesite reservations in Army national cemeteries and post cemeteries made prior to establishment of the one-gravesite-per-family-unit policy in 1961. Records are used in the conduct of gravesite reservation 2-year and 5-year surveys and to respond to general inquiries from individuals holding gravesite reservations.

Army national cemeteries and post cemeteries: To maintain duplicate records of individuals holding gravesite reservations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Alphabetically by last name of reservee.

SAFEGUARDS:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened and trained.

RETENTION AND DISPOSAL:

Records are destroyed when gravesite reservation is utilized or officially cancelled.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Secretary of the Army (Civil Works), DA, The Pentagon, Washington, DC; or Director, Memorial Affairs (TAGCEN), DA, Forrestal Building, Washington, DC 20314.

NOTIFICATION PROCEDURE:

Information may be obtained from:
DA, Memorial Affairs Directorate (TAGCEN)
Room 7F 057
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-0876

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Director, Memorial Affairs (TAGCEN), DA, ATTN: DAAG-MEC, Room 7F 057, Forrestal Building, Washington, DC 20314.

Written requests for information should contain reservee's full name and name of service member, rank, and date of death. Visits are limited to Cemetery Division (DAAG-MEC), Forrestal Building, Washington, DC 20314.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from the Memorial Affairs Directorate (TAGCEN), ATTN: DAAG-MEC, Washington, DC 20314.

RECORD SOURCE CATEGORIES:

Information obtained from next-of-kin and DA Forms 2122 and 2123.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0614.01aNGB

SYSTEM NAME:

614.01 Equal Opportunity Investigative Files

SYSTEM LOCATION:

Equal Employment Opportunity Branch, National Guard Bureau, NGB-EO, Nassif Building, Room 301, 5611 Columbia Pike, Falls Church, VA 22041

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All National Guard Technicians and military members who have filed complaints of discrimination and those National Guard Technicians and military members who are involved in these complaints.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains: formal complaints of discrimination, counselors' reports, notification letters to the complainant, affidavits from the complainant and witnesses, decision on the cases, investigative reports, hearings, complaints, examiners' findings, and recommendations and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title VI Civil Rights Act 1964; Pub. L. 92-261, Nondiscrimination in the Federal Government.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The routine uses are to investigate complaints of discrimination, provide facts to the Adjutant General of a State for issuing a proposed disposition to the complainant, provide information to the Civil Service Commission Complaints Examiner in the Bureau or other agencies to be used in issuing final decisions, provide information to Civil Service Commission Appeals Review Board in making its determination, make data available to National Guard Bureau Legal Officers as required and provide

data to the complainants to assist them in making their decisions to accept or reject proposals.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The investigative files are maintained as paper records in file folders.

RETRIEVABILITY:

Filed by name of complainant and investigation number

SAFEGUARDS:

Building employs security guards. Records are maintained in cabinets accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are permanent. They are retained in active file until the case is closed by final decision of the agency. Then forwarded to the Washington National Records Center, Suitland, MD.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, National Guard Bureau, Office of Minority Affairs

NOTIFICATION PROCEDURE:

Information may be obtained from:
NGB-EO
Room 301
Nassif Building
5611 Columbia Pike
Falls Church, VA 22041
Telephone, Area Code 202/756-1563

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: National Guard Bureau, Office of Minority Affairs, Nassif Building, Room 301, 5611 Columbia Pike, Falls Church, VA 22041

For personal visits positive identification is required

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Correspondence relating to the complaint, investigative reports by investigators and attached documents, hearing files and attached documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0614.03aDAPE

SYSTEM NAME:

614.03 Race Relations/Equal Opportunity & Equal Employment Opportunity Complaint Files

SYSTEM LOCATION:

Primary System: Office of Equal Opportunity Programs, Office of the Deputy Chief of Staff for Personnel, Headquarters, Department of the Army.

Decentralized Copies are maintained at the installation initiating the complaint and at the respective major Army command. Official mailing addresses are in the Department of Defense directory in the Appendix.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any member of the United States (US) Army, Active and Reserve Components who submits a complaint to this office, orally, telephonically, or in writing, or whose complaint is forwarded by a major command to this office for appropriate action.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain correspondence relating to individuals' complaints, basic complaint, interim replies; final replies; referrals to appropriate offices, i.e., Office of the Inspector General, requests for information upon which to base a reply.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012(g).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Office of Equal Opportunity Programs: Insure complaints are properly investigated and steps taken to correct inequities; encourage chain of command to make necessary changes in cases where soldiers are obviously discriminated against.

Major commands and installations: Investigate complaints and take necessary corrective action.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed by installation; cross referenced by Cross Reference Sheet only, according to rank, i.e., officer or enlisted, for easier retrievability by Central File Officer.

SAFEGUARDS:

Building employs security guards. Records are maintained in safes. Action officers must request file through the Central File Officer. Charge-out sheets are used and action officers queried periodically for continued need of file.

RETENTION AND DISPOSAL:

Office of Equal Opportunity Programs: Files are permanent. They are retained in active file until end of calendar year, held 2 additional years in inactive file and subsequently retired to Washington National Records Center. Cross Reference Sheets are destroyed upon retirement of files.

Major Commands and installations: Files are retained in active file until end of calendar year, held an additional year in inactive file, and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Deputy Chief of Staff for Personnel, Headquarters, Department of the Army (HQDA), The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQDA (DAPE-HRR)
Room 2D745
The Pentagon
Washington, DC 20310
Telephone: Area Code 202/695-4200 or 697-1860

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: HQDA, (DAPE-HRR), Room 2D745, The Pentagon, Washington, DC 20310.

Written requests for information should contain the full name of the individual, current address and telephone number, year in which complaint was written, and installation at which the complaint generated.

For personal visits, the individual should be able to provide some acceptable identification; i.e., driver's license or military identification card; name the installation at which the complaint initiated; and give verbal information that can be verified from the file; e.g., date of reply to him, name of office replying.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Deputy Chief of Staff for Personnel.

RECORD SOURCE CATEGORIES:

Individuals, Congressional inquiries, Office of the Inspector General referrals.

major command and installation referrals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0701.01aDAPC

SYSTEM NAME:

701.01 Classification, Reclassification, Utilization of Soldiers

SYSTEM LOCATION:

Department of the Army (DA), US Army Military Personnel Center (USAMILPERCEN) (DAPC-EP), Hoffman Bldg 1, 2461 Eisenhower Avenue, Alexandria, VA 22331.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty Army members in enlisted grades E1 through E9 and former Army enlisted personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name, social security number (SSN), grade, Military Occupational Specialty, Evaluation Test Data, Enlisted Evaluation Report Data, and additional data substantiating the soldier's or agency's request for exception to or interpretation of regulatory quidance for the classification, reclassification/utilization of soldiers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301; Title 10 U.S.C.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

DA: Records are used for personnel management, year group management and manpower management.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

Building employs security guards. Records are maintained in locked cabinets accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Retained in active file until end of calendar year, held for 1 additional year in inactive file, and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, USAMILPERCEN, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from USAMILPERCEN (DAPC-EP), Hoffman Bldg 1, 2461 Eisenhower Avenue, Alexandria, VA 22331.

RECORD ACCESS PROCEDURES:

Written requests for information should contain the the full name of the requester, SSN, and appropriate return address. Personal visits may be made to the USAMILPERCEN; individuals should be able to provide their military service identification and Department of Defense Form 2a for active duty personnel, or other commonly acceptable means of identification used in formal transactions of business.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Information is obtained from the individual requester, DA personnel records, computer reports, and other Army organizations and stations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0701.02aDAPC

SYSTEM NAME:

701.02 Qualitative Management Program (QMP) Appeal File

SYSTEM LOCATION:

Department of the Army (DA), United States Army Military Personnel Center (MILPERCEN) (DAPC-EP).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Enlisted personnel in grades E5 through E9 who have appealed DA imposed bars to reenlistment.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name, social security number (SSN), pay grade, date of rank, basic active service date, estimated termination of service, primary and secondary military occupational specialties, bar to reenlistment letter, appeal of bar to reenlistment and associated documentation submitted by the service member or his/her commander, final determination of appeal by Reenlistment Appeals Board, enlisted efficiency computer print-out containing selected data elements pertaining to service record of appellant.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301; Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

DA Staff and Commands: To accomplish management of QMP personnel.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Normal access is by name and SSN.

SAFEGUARDS:

Physical security devices, guards, and personnel clearances for individuals working with the system.

RETENTION AND DISPOSAL:

Records are retained for duration of individual service member's current enlistment.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from: United States Military Personnel Center, (DAPC-EP) Hoffman Bldg I, 2461 Eisenhower Avenue, Alexandria, VA 22331.

RECORD ACCESS PROCEDURES:

Written requests for information should include full name of the requester, SSN, grade and appropriate return address. Personal visits may be made to the United States Army Military Personnel Center; individual should be able to provide military service identification or other means of identification normally acceptable in the transaction of business.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from: United States Army Military Personnel Center (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

RECORD SOURCE CATEGORIES:

Information is obtained from documented personnel records, other DA organizations and appellant.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0701.02cDAPC

SYSTEM NAME:

701.02 Separation Transaction Control/Records Transfer System

SYSTEM LOCATION:

United States Army Military Personnel Center (MILPERCEN), 200 Stovall Street, Alexandria, VA 22332.

United States Army Enlisted Records and Evaluation Center, Ft Benjamin Harrison, IN 46249.

United States Army Reserve Components and Personnel Administration Center, St. Louis, MO 63132.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All active duty enlisted personnel separated from military service (excluding active duty for training) and all personnel immediately reenlisting after separation.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name, social security number (SSN), grade, eligibility for reenlistment, character of separation, separation program designator, date and location of separation of reen- listment, moral waiver and specialty.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301; Title 10 U.S.C.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Department of the Army: To monitor separations of the Army active enlisted personnel as a means of enhancing strength and record accountability; to monitor immediate reenlistment processing.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored on computer magnetic tapes and disk.

RETRIEVABILITY:

By name and/or SSN.

SAFEGUARDS:

Physical security devices, guards, computer hardware and software safeguard features, and personnel clearances.

RETENTION AND DISPOSAL:

Separation records are maintained for 1 year; reenlistment records retained for 45 days; tape file scratched at end of retention period; disk files purged.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from: Headquarters, Department of the Army, (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

RECORD ACCESS PROCEDURES:

Written requests for information should contain the full name of requester, SSN, whether active, retired or separated and, if separated, date of separation.

Personal visits may be made to the United States Army Military Personnel Center. Individual should be able to provide acceptable indentification including verbal information that can be verified with his/her record.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from United States Army Military Personnel Center (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

RECORD SOURCE CATEGORIES:

Information is obtained through the Automatic Digital Network (AUTODIN) from field, Standard Installation/ Division Personnel Systems (SIDPERS) and United States Army Enlisted Records and Evaluation Center, Ft Benjamin Harrison, IN 46249.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0701.02eDAPC

SYSTEM NAME:

701.02 Military Personnel Management Reports

SYSTEM LOCATION:

Decentralized: Each Major Command (MACOM) maintaining a segment of the system. The official mailing addresses are in the Department of Defense directory in the Appendix.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty commissioned officers, warrant officers and enlisted personnel assigned or projected for assignment to the respective MACOM.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, social security number (SSN), sex, race; marital status and dependents; physical category code; component; expiration of term of service; additional pay; date of rank; annual efficiency index; last overseas short tour; Personnel Information System (PERSINS) procurement actions; Unit Identification Code; Department of Army (DA) location, assignment and status codes; permanent change of station date; date joined/departed current command; gaining unit, location, assignment and status codes; reporting date; date returned from overseas; previous unit identification code, assignment and type transfer strength; primary and secondary military occupational specialties (MOS), secondary MOS evaluation score; duty MOS; away without leave data; date agreements and related documents, forms, and correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301; Title 10 U.S.C.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The system extracts data from Officer and Enlisted Personnel Files and records related to organizations, personnel authorized and assigned strength and prepares printed reports designed to aid Major Command (MACOM) staffs in military personnel management functions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored on computer magnetic tapes, disks, micro- fiche and hardcopy printouts.

RETRIEVABILITY:

Access is by SSN, name, or other unique identifying characteristics.

SAFEGUARDS:

Physical security devices, computer hardware and software safe- guard features, and personnel clearances for individuals working with the system.

RETENTION AND DISPOSAL:

Records are retained for up to 90 days and destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commanders of MACOMs.

NOTIFICATION PROCEDURE:

Information may be obtained from the MACOM commanders to which the service member is assigned.

RECORD ACCESS PROCEDURES:

Written requests for information should include the full name, SSN, and current address. Visits may be made to the MACOM, showing appropriate personal identification such as valid driver's license, military or civilian ID cards.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

The privacy information contained in this system is extracted from the Department of Army data base and disseminated to the MACOMs via magnetic tape.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0701.02fDAPC

SYSTEM NAME:

701.02 Selective/Variable Reenlistment Bonuses

SYSTEM LOCATION:

Department of the Army (DA), USA Military Personnel Center (USAMILPERCEN) (DAPC-EP).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty Army members in enlisted grades E1 through E9 and former Army enlisted personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name, social security number (SSN), grade, Military Occupational Speciality and documentation substantiating service member's request for accelerated payment of Selective Variable Reenlistment Bonuses (SRB/VRB) for service financial hardship or compelling compassionate reasons. An advisory recommendation is submitted to the Army Board for Correction of Military Records (ABCMR).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301; Title 10 U.S.C.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

DA: Records are used to determine if service member is experiencing severe financial hardship or compelling compassionate reasons to warrant approval of request for accelerated payment of SRB/VRB. Records are reviewed in order to give an advisory/recommendation to the ABCMR.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Alphabetically by last name of individual.

SAFEGUARDS:

Record maintained in areas accessible only to authorized personnel that are properly cleared and trained.

RETENTION AND DISPOSAL:

Retained in active file until end of calendar year, held for 1 additional year in inactive file and destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, USAMILPERCEN, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from MILPERCEN (DAPC-EP), Hoffman I, 2461 Eisenhower Avenue, Alexandria, VA 22331.

RECORD ACCESS PROCEDURES:

Written requests for information should contain the full name of the requester, SSN and appropriate return address. Personal visits may be made to the USAMILPERCEN; individual should be able to provide military service identification and Department of Defense Form 2a if on active duty, or other commonly acceptable means of identification used in formal transaction of business.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting con- tents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Information is obtained from the individual, DA personnel records, computer reports and other DA or organizations and stations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0701.02gDAPC

SYSTEM NAME:

701.02 Dependents of Military Personnel/US Citizen Employees

SYSTEM LOCATION:

Maintained in decentralized segments: Department of the Army commands/installations/agencies in Europe, Africa, Middle East, Japan, Korea, Alaska, Hawaii, Central and South America, and Caribbean Area.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel with dependents located overseas and Army citizen civilian employees and their dependents located outside the Continental United States.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name, social security number (SSN), military classification (officer, enlisted, civilian), unit of assignment, area of overseas residence, type sponsor, and the following information on the individual sponsor dependents located overseas: name, if paid from Army nonappropriated funds, month and year of birth, relationship to sponsor, if command sponsored; if member of household, overseas residence (city and country) and country of citizenship.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

US Army Military Personnel Center (USAMILPERCEN): to provide statistical information to Congress on the number of dependents located outside the United States; for contingency planning; for background reference in planning for movement of dependents to and from overseas; for planning for services available to dependents in overseas areas, and similar uses.

Department of the Army staff agencies/commands/installations: to coordinate, facilitate, plan and execute the orderly evacuation of noncombatants from hostile zones when required. Personal data are utilized to verify dependency, issuance of ration cards during emergency operations, logistical manifesting and establishing priorities of evacuation.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored on computer magnetic tapes, disks, and computer punch cards. Initial input on paper records is in file folders until data are verified by computer printout.

RETRIEVABILITY:

Normal access is by geographic location of dependent/employee residence; access may be made by individual identifier.

SAFEGUARDS:

Physical security is provided by storing computer tapes in a restricted area manned at all times. Normal computer hardware and software safeguards are employed. Computer printouts are stored in security containers and limited access by authorized Department of Defense personnel making routine use of data in the performance of official duties.

RETENTION AND DISPOSAL:

Records are maintained as long as the civilian employee, his/her dependents and/or the dependents of military personnel reside outside the Continental United States. Upon departure from overseas area, the file is purged of all data pertaining to the individual.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, USAMILPERCEN, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from:
United States Army, Europe, ATTN: AEUPE-DSP, APO New York 09403
United States Army, Japan, ATTN: AG, APO San Francisco 96343
Eighth United States Army, ATTN: AJ, APO San Francisco 96301
US Army Forces Command, ATTN: AFPR-PR, Ft McPherson, GA 30330

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, USAMILPERCEN, 200 Stovall Street, Alexandria, VA 22332.

Written requests should contain the full name, SSN of the individual, authority, need-to-know, current address and telephone number.

For personal visits, the individual should be able to provide acceptable identification, including verbal information that can be verified from his/her record.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determination may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Data are collected from the individual sponsor at time of arrival in overseas area and updated from other personnel records as required.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0701.07cDAPC

SYSTEM NAME:

701.07 Enlisted Evaluation System/Report

SYSTEM LOCATION:

Department of the Army (DA), United States Army Military Personnel Center (MILPERCEN) (DAPC-MS).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty Army members in enlisted grades E1 through E9 and former Army enlisted personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name, social security number (SSN), grade, Military Occupational Specialty (MOS), Evaluation Test Data, Enlisted Evaluation Report Data, and additional data substantiating the soldier's or agency's request for exception to or interpretation of regulatory guidance for the Enlisted Evaluation System and Enlisted Evaluation Reporting System.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301; Title 10 U.S.C.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

DA: To determine appropriate response to soldier/agency initiating the inquiry and to document granted exceptions to interpretations of regulatory guidance.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

Building employs security guards. Records are maintained in locked cabinets accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Retained in active file until end of calendar year, held for 1 additional year in inactive file, and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from United States Army Military Personnel Center (DAPC-EP), Hoffman Bldg I, 2461 Eisenhower Avenue, Alexandria, VA 22331 concerning Military Occupational Specialty (MOS), Evaluation Test Data; and DAPC-MS, Hoffman Bldg II, 200 Stovall Street, Alexandria concerning the Enlisted Evaluation Reporting System.

RECORD ACCESS PROCEDURES:

Written requests for information should contain the full name of the requester, SSN, and appropriate return address. Personal visits may be made to the United States Army Military Personnel Center; individuals should be able to provide their military service identification and Department of Defense Form 2a for active duty personnel, or other commonly acceptable means of identification used in formal transactions of business.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Information is obtained from the individual requester, DA personnel records, computer reports, and other Army organizations and stations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0701.07dUSAREC

SYSTEM NAME:

701.07 High School Folder (Lead List)

SYSTEM LOCATION:

Army recruiting stations reached through the following Recruiting Commands: Northeast Regional Recruiting Command, Ft Meade, MD.; Southeast Regional Recruiting Command, 1628 Virginia Avenue, College Park, GA.; Southwest Regional Recruiting Command, Ft Sam Houston, TX.; Midwest Regional Recruiting

Command, Ft Sheridan, IL.; Western Regional Recruiting Command, Ft. BAker, CA.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons of both sexes, in their senior year of high school, who may reasonably be assumed to be prospects for enlistment in the Army after graduation.

CATEGORIES OF RECORDS IN THE SYSTEM:

System contains names, addresses, and telephone numbers of prospects with qualifying information added after contact by the recruiter.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Sections 503, 505, 510, and 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by field recruiter to record locator data on high school seniors. If an interview is conducted with the prospect, additional information will be solicited and recorded on United States Army Recruiting Command (USAREC) Form 200, Recruiting Prospect Card.

Inspected by recruiting supervisory personnel to assure recruiters are contacting a sufficient number of high school graduates to maintain high quality,enlistment standards.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by school, by last name of high school student.

SAFEGUARDS:

Records are maintained by individual recruiters in secured files and considered privileged information.

RETENTION AND DISPOSAL:

High school lead lists are cut off at the end of the fiscal year, kept in the current files area for 2 years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, USAREC, Ft Sheridan, IL 60037.

NOTIFICATION PROCEDURE:

Individuals who desire information as to whether their names and locator information about them are contained on high school lead lists should write to: Commander, USAREC, ATTN: USARCRFM-A, Ft Sheridan, IL 60037.

Requests should include the full name of the person desiring information, current address and telephone number, name of high school attended as a senior, and the location of the recruiting station where the information is believed to be stored.

RECORD ACCESS PROCEDURES:

Requests from individuals for access to information in this system should be addressed to: Commander, USAREC, ATTN: USARCRFM-A, Ft Sheridan, IL 60037.

Requests should include the full name of the person desiring access to the information, current address and telephone number, name of high school attended as a senior, and the location of the recruiting station where the information is believed to be stored.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting content of records and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

High school officials of the local school, county/city school superintendent, or similar officials, yearbooks and school directories.

High school senior lists are purchased by the USAREC from professional sources of supply.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0701.08DAAG

SYSTEM NAME:

701.08 Clemency Project

SYSTEM LOCATION:

Automated Equipment Division, Systems Support Directorate and Personnel Services Directorate, United States (US) Army Reserve Components Personnel and Administration Center (USARCPAC), AGUZ-SSD, PSD, 9700 Page Boulevard, St Louis, MO 63132.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who were identified as being possible eligibles for clemency discharges by Department of Defense (DOD) Components.

Individuals discharged by the Clemency Processing Center, Ft Benjamin Harrison, IN who were members of the US Army.

Individuals who had served in the US Army and applied for and were potentially eligible to participate in the Clemency Program.

CATEGORIES OF RECORDS IN THE SYSTEM:

For those individuals that were identified by DOD Components a computer print out which indicates name, social security number (SSN) or military service number, home address as shown on discharge, and service component code of the identified individuals.

For individuals that were discharged by the Clemency Processing Center a computer print out indicates name, SSN and a registry number used by National Personnel Records Center (NPRC), General Services Administration (GSA) for filing and retrieval purposes to locate the hard copy personnel record in the file storage area.

For individuals who applied to the Presidential Clemency Board a computer print out shows name, SSN or service number, NPRC, GSA registry number for filing and retrieval purposes used to locate the hard copy personnel record in the file storage area, status of the individual which indicates: performing alternate service, applied for and was not eligible for the program, authorized issuance of a Clemency discharge as recommended by the Presidential Clemency Board and directed by the President, and terminated from the program. The records received from the Presidential Clemency Board are those that were loaned to that Board from the consolidated registry of the NPRC, GSA or from USARCPAC.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Presidential Proclamation 4313, 16 September 1974 - Program for Return Viet Nam Era Draft Evaders and Military Deserters.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Personnel Services Directorate, RCPAC: to issue Clemency discharges as directed, answer inquiries pertaining to or from identified individuals, complete other routine administrative actions prior to returning the records to the NPRC, GSA.

DOD or any component thereof: to provide personnel or statistical information if required, provide administrative data to include, but not limited to, the status of clemency discharges issued, individuals performing alternate service or terminated from the program.

Veterans Administration: to provide information or records to assist in making determinations and decisions in the adjudication of veterans claims.

Selective Service System: to provide statistical data and personnel information to include data relative to clemency discharges issued.

Presidential Clemency Board: to provide status, complete actions, receive and locate records necessary for the orderly phase-out and return of records used by the Board.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tapes and computer printouts.

Paper records in file folder/jacket; military personnel files.

RETRIEVABILITY:

By full name or SSN.

Hard copy personnel records filed alphabetically by last name or records may be filed by status of action required, SSN or service number to facilitate positive identification.

SAFEGUARDS:

Computer keyword distribution of output information, routed by interoffice symbols only.

Building employs security guards; identification badge required to enter building; floor badge required.

RETENTION AND DISPOSAL:

Indefinite for computer printouts and computer magnetic tapes.

Paper records in file folders/jackets are returned periodically to NPRC, GSA for storage and maintenance as personnel actions are completed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, USARCPAC, 9700 Page Boulevard, St Louis, MO 63132.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander, USARCPAC
9700 Page Boulevard
St Louis, MO 63132.
Telephone: Area Code 314/268-7777

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, USARCPAC, 9700 Page Boulevard, St Louis, MO 63132.

Written requests for information should contain the full name and SSN or Military Service Number of the individual.

For personal visits, the individual should be able to provide acceptable identification, such as driver's license.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individuals were identified by the DOD Components as individuals who may be eligible for discharge under the Presidential Clemency Program.

Individuals were identified by U. S. Army Clemency Processing Center, Ft Benjamin Harrison, IN as having received an undesirable discharge from the US Army.

Individuals who had served in the US Army and applied for the Clemency program.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0702.03aUSAREC

SYSTEM NAME:

702.03 Enlistment Eligibility Files

SYSTEM LOCATION:

Directorate of Recruiting Management, United States (US) Army Recruiting Command (USAREC), USARCRM-M, Ft Sheridan, IL 60037.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Pertains to Regular Army applicants who have requested a waiver of moral eligibility for a juvenile or adult felony; determination of medical/Military Occupational Specialty qualifications, determination of Stripes for Skills qualification; exceptions to policy; determination of enlistment eligibility, and prior service personnel requesting a mental retest.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's request and agency reply approving or disapproving the request.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Sections 504, 505, 510, and 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Reference file for enlistment eligibility qualifications approved or disapproved.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders in metal cabinets.

RETRIEVABILITY:

By individual's last name or date of action.

SAFEGUARDS:

Records stored in file cabinet and building secured. Records are only accessible to authorized personnel who have a valid need-to-know.

RETENTION AND DISPOSAL:

Files remain active for 1 fiscal year, inactive for 1 fiscal year and destroyed at the beginning of the third year.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding General, USAREC, Ft Sheridan, IL 60037.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Director, Recruiting Management,
USARCRM-M
USAREC
Ft Sheridan, IL 60037
Telephone: 312/926-2372

RECORD ACCESS PROCEDURES:

Requests for information should be addressed to: Headquarters, USAREC, ATTN: USARCRM-M, Ft Sheridan, IL 60037. Request for information should contain full name, address, telephone number and military status of requester.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determination may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual, employers, probation officials, law enforcement officials, school officials, personal references, transcripts, medical records & documentation, Department of Defense Forms 214, and recruiting personnel evaluations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a (j) or (k), as applicable. For additional information, contact the System Manager.

A0702.04aDAAR

SYSTEM NAME:

702.04 OCS Waiver Requests

SYSTEM LOCATION:

Headquarters, Department of the Army, (HQDA), Office of the Chief, Army Reserve, Organization and Training Division.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any United States Army Reserve enlisted person or warrant officer who has requested a waiver of requirements to enter Officer Candidate School (OCS).

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's request and agency reply approving or denying a waiver.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Reference file for waivers approved and disapproved. Users are school officers at HQDA, and major subordinate Army Headquarters.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in paper form file folder.

RETRIEVABILITY:

Information retrieved by individual's name or social security number.

SAFEGUARDS:

Records stored in combination safe. Only OCS Program Manager and agency officers have access.

RETENTION AND DISPOSAL:

Records destroyed after 3 years.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Army Reserve, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Chief, Army Reserve
Washington, DC 20310
Telephone: 202/697-5532

RECORD ACCESS PROCEDURES:

Inquiries should be addressed to Chief, Army Reserve, Washington, DC 20310; Telephone: 202/697-5532.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Correspondence from the individual requesting attendance at OCS and the intervening higher headquarters.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0702.04bDAPC

SYSTEM NAME:

702.04 Eligibility Determination Files

SYSTEM LOCATION:

United States (US) Army Enlistment Eligibility Activity, 9700 Page Boulevard, St Louis, MO 63132.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual applying for enlistment or reenlistment who requires a waiver of one or more disqualifications by Headquarters, Department of the Army (HQDA).

Persons requesting continuation on active duty under the provisions of Army Regulation 635-40, requesting withdrawal of counseling statement or cancellation of extension, or seeking clarification of enlistment/reenlistment eligibility.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains requests for enlistment eligibility or waiver of disqualifications for enlistment/reenlistment, requests for grade determinations, documents reflecting determinations made on requests for waiver or grade determinations, copies or extracted items from basic records, transmittals, and suspense documents needed to provide a means of assuring that requests are acted upon in a timely manner. Copies of auxiliary documentation submitted by applicants.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 333.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Department of the Army Staff agencies and commands - To evaluate waiver requests and provide record of waiver considered, determinations, and disposition. To provide record of requests for enlistment eligibility determinations and disposition.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records between file dividers.

RETRIEVABILITY:

Filed alphabetically.

SAFEGUARDS:

Building employs security guards and requires identification badges of authorized employees. Records are maintained in area accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Destroyed after 1 year.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from: Commander, US Army Enlistment Eligibility Activity, 9700 Page Boulevard, St Louis, MO 63132.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, US Army Enlistment Eligibility Activity, 9700 Page Boulevard, St Louis, MO 63132. Requests should include the full name of the requester, current address, social security number, date of separation, and service component, if applicable.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Extracts from official military personnel files; extracts from dossiers; letters originating from applicant or inquirer; forms, documents and related papers originated by Army staff offices, command offices, or present or former service member; medical evaluations; application and related forms, records, and correspondence from applicant. Individual file may contain some or all of the foregoing.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0702.08aDASG

SYSTEM NAME:

702.08 Army Medical Procurement Applicant Files

SYSTEM LOCATION:

Primary System: Procurement Division, Army Medical Department (AMEDD) Personnel Support Agency, Headquarters, Department of the Army (HQDA) (SGPE-PD), 1900 Half Street, S.W., Washington, D.C. 20324.

Decentralized Segments: AMEDD Procurement Counselor Field Offices in the following locations: Cutler Army Hospital, Ft. Devens, MA 01433; US Post Office Building, 135 High St., Hartford, CT 06103; Room 1271, Federal Building, 100 South Clinton St., Syracuse, NY

13202; 160 North Franklin St., Hempstead, NY 11550; Building 5515, Room 309 and 316, Ft. Dix, NJ 08640; Federal Office Building, 1000 Liberty Avenue, Pittsburgh, PA 15222; Forest Glen Section, Walter Reed Army Medical Center, Washington, DC 20012; Federal Office Building, 400 North 8th St., Richmond, VA 23240; 3555 Maguire Blvd., Bennington Building, Suite 250, Orlando, FL 32803; Federal Building, 310 New Bern Avenue, Suite 310, Post Office Box 27524, Raleigh, NC 27611; 200 East Liberty St., Ann Arbor, MI 48107; Building 67, Columbus Support Facility, 530 Buckingham St., Columbus, OH 43215; HQ US Army Forces Command, Ft. McPherson, GA 30330; Building 142, Room 345, Ft. Sheridan, IL 60037; 144 Elk Place, Suite 1504, New Orleans, LA 70112; Federal Office Building, 515 Rusk Ave., Room 5122, Houston, TX 77002; Brooke Army Medical Center, ATTN: AFZG-MDZ-PP, Ft. Sam Houston, TX 78234; Federal Office Building, 1100 Commerce Street, Dallas, TX 75202; US Army Recruiting Main Station, 12th & Spruce Streets, St. Louis, MO 63102; US Army Medical Department Activity, Building 268 (Dodge Hall), Ft. Leavenworth, KS 66027; American Red Cross Building, Box 327, Fitzsimons Army Medical Center, Denver, CO 80240; Building 5, Ft. Douglas, UT 84110; Building 138, Room 116, Naval Support Activity (Sand Point), Seattle, WA 98115; Building 654, Presidio of San Francisco, San Francisco, CA 94129; 1600 N. Broadway, Suite 210, Santa Ana, CA 92706; US Army Medical Command, Europe, APO New York 09102; Tripler Army Medical Center, ATTN: HSCT-PD-P, TAMC, Hawaii 96859.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Potential applicants and applicants for the AMEDD procurement programs, to include applicants for appointment in the Regular Army and US Army Reserve.

CATEGORIES OF RECORDS IN THE SYSTEM:

Interview sheets; counselor evaluations; resume; Curriculum Vitae; autobiography; letters of recommendation; selection/nonselection letters; Special Orders; all correspondence to, from, and about applicant; Selection Board/Committee results; Statement of Interests; Objectives and Motivation; Letter of Appointment; US Army Reserve Components Personnel and Administration Center Transcript; Service Agreement.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Sections 3012 and 4301, and Executive Order 9397.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Procurement Division: To evaluate an applicant's acceptability and potential for appointment in a component of the AMEDD, to evaluate qualifications for assignment to various career areas; to determine educational and experience background for award of constructive service credit; to determine dates of service and seniority; to document service agreement with the US Army; to provide statistical information for effective management of the AMEDD Personnel Procurement Program.

AMEDD Procurement Counselor Field Offices: To assist applicants in completion of their applications; to counsel applicants in their potential for selection for procurement programs and/or for appointment in the AMEDD.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records are maintained in file folders.

RETRIEVABILITY:

File folders are filed alphabetically by last name of applicant.

SAFEGUARDS:

File folders are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

File folders are cut off at the end of the year in which action is completed, held 10 years, and destroyed, for selected individuals; for individuals not selected, records are cut off at the end of the year, held 1 year and destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army (HQDA), The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander, AMEDD Personnel Support Agency
Officer Procurement Division
1900 Half Street, S.W.
Washington, DC 20324
Telephone: 202/693-5120

RECORD ACCESS PROCEDURES:

Requests should be addressed to: HQDA (SGPE-PD), 1900 Half Street, S.W., Washington, DC 20324.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from Commander, AMEDD Personnel Support Agency.

RECORD SOURCE CATEGORIES:

Transcripts from post secondary schools; employer evaluations; faculty evaluations; AMEDD counselor evaluations; interviews; military supervisor evaluations; medical information from medical examination facilities; American Testing Program; Educational Testing Service; Selection Board/committees; prior military service records; Department of Defense (DD) Form 214 (Report of Separation from Active Duty); application and related forms from individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a, Section (j) or (k), as applicable. For additional information, contact the SYSMANAGER.

A0703.01aDAPC

SYSTEM NAME:

Military Personnel Action Files

SYSTEM LOCATION:

Primary: US Army Military Personnel Center (MILPERCEN), 200 Stovall Street, Alexandria, VA 22332.

Army installations and commands may maintain some records in this system.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals applying for appointment in the US Army or US Army Reserves.

CATEGORIES OF RECORDS IN THE SYSTEM:

Officer candidate applications; individual application for appointment as a warrant or commissioned officer, waivers, recommendations, evaluation reports, test papers, interview records; relevant board determinations on applications; emergency data regarding next-of-kin and survivor benefits; supplemental information regarding qualifications, efficiency, duty assignment, grade, date of rank; transitory adverse suitability information concerning non-support, debts, and similar acts of wrongdoing (adverse suitability information that is supported, substantiated, or otherwise determined to be true is transferred into the official military personnel file); and similar information used by offices exercising administrative jurisdiction as reference records of routine actions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., Section 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

By the Department of the Army to satisfy administrative and management requirements concerning acceptability of applicants. Information may be disclosed to other branches of the Armed Forces when relevant to an individual's application for transfer or duty with another Service.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; microfiche.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are maintained in controlled areas accessible only to authorized persons having official need therefor.

RETENTION AND DISPOSAL:

Records are retained from 3 months to 3 years depending on the type document, following which they are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not this system of records contains information on them should inquire of the Army installation to which application was sent, or to the System Manager. Individual should furnish complete name, Social Security Account Number, date of application, place to which sent, and any other information that will assist in locating record.

RECORD ACCESS PROCEDURES:

Individuals should submit a written request as specified under 'Notification Procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; extracts from personnel records; forms, documents, and related papers originated by or received in army offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0703.02aDAPE

SYSTEM NAME:

703.02 United States (US) Military Academy Entrance Examination Result Files

SYSTEM LOCATION:

Office of the Director of Admissions and Registrar, US Military Academy, (USMA) MAAR-R, West Point, NY 10996.

Archives, USMA.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Listings of examination results on all candidates who were admitted as cadets or were unsuccessful in gaining admission to the USMA from 1901 to the present.

CATEGORIES OF RECORDS IN THE SYSTEM:

Entrance exam results; source of nomination; final status as candidate.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Sections 4331, 4332, 4334.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Research as appropriate.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Bound hardcover book.

RETRIEVABILITY:

Alphabetical, by source of nomination, Prep School candidates, athletic interest, and minority candidates.

SAFEGUARDS:

Stored in locked room during non-duty hours. Records are accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Admissions and Registrar, USMA, for classes currently enrolled at USMA and the most recent graduating class.

Archives, USMA for other classes.

NOTIFICATION PROCEDURE:

Information can be obtained from SYSMANAGER.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the SYSMANAGER or Archives, USMA.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Transcripts from secondary and post secondary schools; faculty evaluations; employer evaluations; military supervisor evaluation; medical information from the Department of Defense Medical Review Board; interviews from Admissions Participants; American College Testing Program; Educational Testing Service; Director of Intercollegiate Athletics; Members of Congress.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0703.04DAPC

SYSTEM NAME:

ROTC Applicant/Member Records

SYSTEM LOCATION:

Manual records exist in Office of the Professor of Military Science at civilian educational institutions, in ROTC Regional Offices, and at US Army Military Personnel Center, Alexandria, VA 22332.

Automated records are maintained at HQ US Army Training and Doctrine Command, Ft. Monroe, VA 23651.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons who apply and are accepted in the Army Reserve Officers Training Corps (ROTC) program.

CATEGORIES OF RECORDS IN THE SYSTEM:

Application for appointment, including such personal data as name, Social Security Account Number, date and place of birth, citizenship, home address and telephone; marital status; dependents; transcripts and certificates of education, training, and qualifications; medical examinations; financial assistance documents; awards; ROTC contract; photograph; correspondence between member and the Army or other Federal agencies; letter of appointment in Active Army on completion of ROTC status; security clearance documents. Official documents include DA Form 131, DA

Form 597, DA Form 61, DA Form 873, SF 88 and SF 93, DD Forms 4/1-4/4, and DOJ Form I-151 if applicable.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., Sections 2101-2111.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

By the Department of the Army (a) in the selection, training, and commissioning of eligible ROTC cadets in the Active Army and Reserve Forces and (b) for personnel management, strength accounting, and manpower management purposes.

May be disclosed to the Federal Aviation Administration to obtain flight certification/licensing.

May be disclosed to the Veterans Administration for member Group Life insurance and/or other benefits.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in folders, punched cards, microfilm/fiche, magnetic tape, drum, or disc.

RETRIEVABILITY:

By name, social security number, or ADP parameter of characteristics of qualification or identity.

SAFEGUARDS:

All records are maintained in areas accessible only to authorized personnel who are trained and cleared for duties relating to personnel administration. Insofar as automated records are concerned, each outline terminal employs users identification and password edits to protect the system from unauthorized access and to restrict each user to specific files and data elements. User identifications and passwords are changed at random times, control data are maintained by the system manager in a sealed envelope in an authorized safe.

RETENTION AND DISPOSAL:

DA Form 131 is retained in the ROTC unit for 5 years after cadet leaves the institution or is disenrolled from the ROTC program. Following successful completion of ROTC and academic programs and appointment as a commissioned officer with initial assignment to active duty for training, copy of pp. 1 and 2 will be reproduced and sent to the commandant of individual's basic branch course school.

Records of rejected ROTC applicants are destroyed. Other records not mentioned in preceding paragraph and in the 'Category of records' element above are destroyed if not required to become part of the MPRJ.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not this system of records contains information on them should inquire of the Professor of Military Science of the civilian educational institution in which the individual is an enrolled ROTC member.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the official in 'Notification procedure', furnishing his/her full name, current address and telephone number, and definitive description of the information sought. For personal visits, the individual must provide commonly used identification such as valid driver's license or personal identification card used in the normal transaction of business.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, civilian educational institutions, official Army records addressing entitlement status, medical examination and treatment, security determination, and attendance and training information while an ROTC cadet.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0703.07aDAPE

SYSTEM NAME:

703.07 Officer Availability and Civil School Mgt System

SYSTEM LOCATION:

Adjutant General Data Processing Branch, Adjutant General Division, United States (US) Military Academy (USMA), West Point, NY 10996.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any Army officer previously assigned, presently assigned, scheduled for assignment, or declared permanently not available for assignment to the USMA. Additionally, any officer declared temporarily not available, or available for a specific academic year. When a new academic year is begun, these records are removed from the file.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name, rank, social security number (SSN), branch, status of officer, individual's desires regarding assignment, departments/activities interested in the officer, department/activity to which officer will be assigned, if applicable; school attending or attended for masters or PhD training and Army Educational Requirements Board number used for schooling and utilization.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 4334(b).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

USMA: Provide information to interested departments/ activities on officer's desires and availability. Used as a means to verify status of officer. Used to prepare requisitioning documents for use at the USMA and Headquarters, Department of the Army (HQDA). Used to prepare reports to HQDA on utilization of officers.

HQDA: uses information provided on the requisitioning document (name, rank, branch and SSN) to verify availability and begin preparation of orders for direct assignment or civil schooling. Uses information on utilization reports (name, rank, branch, SSN, Army Educational Requirements Board number assigned against) to verify that officer is being utilized properly (proper discipline).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer Disk.

RETRIEVABILITY:

Filed by SSN.

SAFEGUARDS:

Computer disk is maintained in vault when not being used. Disk is maintained in area accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

All records of individuals declared temporarily not available or available and not assigned are destroyed annually. Records of individuals

assigned to the USMA are destroyed on official confirmation of the assignment.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Military Personnel Branch, Adjutant General Division, USMA, West Point, NY 10996.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Superintendent
USMA
ATTN: MAAG-P
West Point, NY 10996

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Superintendent, USMA, ATTN: MAAG-P, West Point, NY 10996.

Written requests for information should contain the full name of the individual, current address and telephone number.

For personal visits, the individual should be able to provide some acceptable identification, i.e., a valid identification card, or driver's license.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Commander, United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0703.09aDAPE

SYSTEM NAME:

703.09 Evaluation Files on Cadets and Potential Instructors

SYSTEM LOCATION:

Decentralized Segments: Office of the Dean of the Academic Board and Departments of Chemistry; Earth, Space and Graphic Sciences; Electrical Engineering; English; Foreign Languages; History; Law; Mathematics; Mechanics; Physics; and Social Sciences; S1, United States (US) Corps of Cadets and Headquarters, 1st, 2nd, 3rd, and 4th Regiments, US Corps of Cadets; and Offices of Military Instruction, Military Leadership, and Physical Education; United States Military Academy (USMA), West Point, NY 10996.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Cadets who are receiving or have received instruction from departments; graduates of the USMA; and other officers who are being considered for assignment to the Staff and Faculty, USMA; officers who are presently serving or have served on the Staff and Faculty, USMA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Evaluation material on cadets and graduates; letters of application and recommendation; academic performance documents; correspondence between officers and departments; availability status received from Department of the Army; personal data available from other sources. Individual files may contain some or all of the above.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 4334.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The files are utilized by the Heads of Departments in evaluating cadets and in evaluating the relative suitability of potential instructors for graduate schooling and subsequent assignment to the Staff and Faculty, USMA, or for direct assignment to the Staff and Faculty, USMA.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in the form of cards, file folders, or other similar material.

RETRIEVABILITY:

Filed alphabetically by last name within year-group or USMA class.

SAFEGUARDS:

Records are maintained in an area accessible to authorized personnel only.

RETENTION AND DISPOSAL:

Records are retained until, in the opinion of the Department Head, they are no longer necessary. Disposal is by destruction.

SYSTEM MANAGER(S) AND ADDRESS:

Dean of the Academic Board, USMA, West Point, NY 10996.

Professor and Head, Departments of Chemistry; Earth, Space and Graphic Sciences; Electrical Engineering; English; Foreign Languages; History; Law; Mathematics; Mechanics; Physics; and Social Sciences; USMA, West Point, NY 10996.

Commandant of Cadets, ATTN: MACC-B, USMA, West Point, NY 10996.

Commanders, 1st, 2nd, 3rd and 4th Regiments, United States Corps of Cadets, USMA, West Point, NY 10996.

Director, Offices of Military Instruction, Military Leadership, and Physical Education.

NOTIFICATION PROCEDURE:

Write or call the specific SYSMANAGER.

RECORD ACCESS PROCEDURES:

Write or call the specific SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Applications of individual officers; recommendations of individual officers submitted by others; college transcripts; potential instructor ratings submitted on cadets by departmental instructors; information provided by the US Army Military Personnel Center in response to requests for availability data; correspondence between individuals and departments; personal data available from other agency publications.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0704.03aDAPE

SYSTEM NAME:

704.03 Accelerated Promotion/Early Discharge Report

SYSTEM LOCATION:

Primary System: Headquarters, United States Army Recruiting Command (USAREC), Ft Sheridan, IL 60037;

decentralized segments: regional, district, and area recruiting command headquarters, and recruiting stations. Official mailing addresses of the decentralized segment are in the Appendix.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals discharged from the Army during initial 179 days of service, and individuals who received an accelerated promotion to private E2 after basic combat training. In both cases, the name of the recruiter who recruited the soldier is provided.

CATEGORIES OF RECORDS IN THE SYSTEM:

Report contains name of soldier discharged or promoted along with the date of enlistment, date of promotion or discharge, code of the Armed Forces Examining and Entrance Station that processed the enlistee, waiver code (if

applicable), separation program designator (discharged soldier only), and the name and identification number of the recruiter who recruited the soldier.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301; Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To identify recruiting organization, recruiters, and geographic areas with high discharge or promotion rates.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer printout in a metal cabinet.

RETRIEVABILITY:

By geographical area and district recruiting command identifying the recruiter of the soldier.

SAFEGUARDS:

Records are maintained in cabinets; accessibility is limited to authorized personnel who are properly instructed in the permissible use of the information.

RETENTION AND DISPOSAL:

Report files remain active for 1 year, inactive for 1 year, and are destroyed at the beginning of the 3rd year.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, USAREC, Ft Sheridan, IL 60037.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Director, Market Studies and Analysis, USAREC
Ft Sheridan, IL 60037
Telephone: Area Code 312/926-2570.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Headquarters, USAREC, ATTN: USARCMSA, Ft Sheridan, IL 60037.

Written requests for information should contain the full name of the individual, social security number, current address, and telephone number.

For personal visits, the individual should be able to provide acceptable identification; i.e., driver's license, identification card.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and contesting contents and appealing initial determination may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Enlisted Master File

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0704.04bMEPCOM

SYSTEM NAME:

Military Entrance Processing Reporting system (MEPRS)

SYSTEM LOCATION:

Primary: US Military Enlistment Processing Command, US Naval Training Center, Great Lakes, IL 60088.

Secondary: 73 locations at Military Enlistment Processing Command sector headquarters and individual Military Entrance Processing Stations located in the United States. (Addresses can be obtained from MEPCOM.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals who report to a Military Entrance Processing Station to be aptitudinally tested and/or physically examined to determine their fitness for entry into one of the Armed Services.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, Social Security Number, date and place of birth, home address and telephone number, results of aptitude tests, physical examination, and relevant documentation concerning individual's acceptance/rejection for military service.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 505,511; 50 U.S.C. 451-473.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

By the US Military Enlistment Processing command for determining qualifications of applicants for the Armed Forces through aptitude testing, medical examination, and administrative processing. Information is used also for statistical analyses within the Department of Defense to determine patterns and trends in the military population.

Information from this system is disclosed to the Selective Service System to update the SSS registrant data base.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records, Computer Magnetic tape

RETRIEVABILITY:

By Social Security Number.

SAFEGUARDS:

All data are retained in locked rooms/compartments with access limited to designated personnel having an official need to know. Access to computerized data is by use of a valid site ID number assigned to the individual terminal and by a valid user ID and password code assigned to the individual user, changed periodically to avoid compromise. Data entry is on-line using a dial-up terminal. Physical acess to computer files is controlled by keys known only to MEPCOM and MEPS personnel assigned to work on the data base.

RETENTION AND DISPOSAL:

Each MEPS retains a copy of coding sheets for each applicant, plus a copy of the Application for Enlistment on accepted applicants for 6 months after which they are destroyed. For applicants who are not accepted, each MEPS retains a copy of the Report of Medical Examination with supporting documents, the Report of Medical History, and the Coding Sheets for a period not to exceed 2 years after which they are destroyed. Original or copy of documents is filed permanently in the Official Military Personnel File for acceptable applicants and transferred to the gaining Armed Service. All information is transferred to magnetic tapes at the primary site and retained for 7 years, after which it is erased.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Military enlistment Processing Command, US Naval Training Center, Great Lakes, IL 60088.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether this system of records contains information on them should write to the System Manager, furnishing their full name, Social Security Number, date and location of the Military Enlistment Processing Station (MEPS) (formerly named Armed Forces Examining and Entrance Stations (AFEES)) where the testing or examination occurred, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records concerning them should write to the system manager furnishing information identified under 'Notification procedure'. On personal visits, individual should provide acceptable identification such as valid driver's license, employer identification card, building pass, etc.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, physicians, results of tests, Federal/State/local law enforcement activities/agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0704.04DASG

SYSTEM NAME:

704.04 Medical and Dental Registrant Case Files

SYSTEM LOCATION:

Army Medical Support Agency, Office of the Surgeon General, Washington, DC.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Those physicians who registered under the Selective Service Act. Preinduction files and brief record pertaining to professional qualifications.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's registration for the draft, including information on his professional education and training, preinduction physical information and in cases of non-citizens, information necessary to initiate National Agency Check.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Not currently used. Records are being held, pending possible reinstatement of physician draft.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders in boxes.

RETRIEVABILITY:

Filed alphabetically by name of applicant, Army Area, and age of applicant.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are retained until registrant reaches maximum draft age plus 1 year then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander, Army Medical Personnel Support Agency
Officer Procurement Division
Room 7B054
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-6160

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, Army Medical Support Agency, Officer Procurement Division, Room 7B054, Forrestal Building, Washington, DC 20314.

Written requests for information should contain full name of individual, current address and telephone number, address at time of registration for draft and date of birth. Visits are limited to Officer Procurement Division, Room 7B054, Forrestal Building, Washington, DC 20314.

For personal visits, the individual should be able to provide some acceptable identification, i.e., driver's license, employing office's identification card, and verbal information that can be verified from folder.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Registrant, or his legal guardian or committee, if incompetent.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0704.06aUSAREC

SYSTEM NAME:

704.06 Recruiting Prospect Card Files

SYSTEM LOCATION:

Army recruiting stations reached through the following Recruiting Commands: Northeast Regional Recruiting Command, Ft Meade, MD.; Southeast Regional Recruiting Command, 1628 Virginia Avenue, College Park, GA.; Southwest Regional Recruiting Command, Ft Sam Houston, TX.; Midwest Regional Recruiting Command, Ft Sheridan, IL.; Western Regional Recruiting Command, Ft Baker, CA.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons of both sexes, between the ages of 17 and 35, who may reasonably be assumed to be prospects for enlistment in the Army; those persons who have recently been enlisted into the Army through a recruiting station; and those persons who have recently been determined to be ineligible for enlistment.

CATEGORIES OF RECORDS IN THE SYSTEM:

System contains name, address, social security number (SSN), telephone number and information required to determine prospect's qualifications for enlistment and desires concerning enlistment options; items of information required to process enlistment forms, to conduct testing and physical examination and/or to enlist or reject the prospect for Army service.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Sections 503, 505, 510 and 3012 of Title 10, US Code

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by field recruiters to record information necessary to locate prospects, to process for testing and physical examination and to enlist those who are qualified and desire to enlist.

Used by Army Guidance Counselors to transcribe information onto enlistment forms; is then returned to the recruiting station responsible for the prospect.

Used by field recruiters as market data information to determine recruiting trends.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Vertical file cards in metal file card container.

RETRIEVABILITY:

Filed alphabetically by last name of prospect.

SAFEGUARDS:

Records are maintained by individual recruiters and are considered privileged information.

RETENTION AND DISPOSAL:

Active prospect cards are maintained until it is apparent that the prospect will not enlist, is not qualified to enlist or has enlisted in the Army or another armed service or Reserve component.

Recruiting prospect cards on persons who have enlisted in the Army are cut off at the end of each calendar year, held in the current files area for 2 years and then destroyed.

Recruiting prospect cards on persons who have been determined to be unqualified for Army service are cut off at the end of the calendar year, held in the current files area for 2 years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding General, United States Army Recruiting Command, Fort Sheridan, IL 60037.

NOTIFICATION PROCEDURE:

Individuals who desire information as to whether the recruiting prospect card system contains information on them, should write to Commander, United States Army Recruiting Command, ATTN: USARCRFM-A, Fort Sheridan, IL 60037.

Requests should include the full name of the individual desiring the information, SSN, whether individual has prior service, current address and telephone number, and the location of the recruiting station where the information is believed to be stored.

RECORD ACCESS PROCEDURES:

Requests from individuals for access to information in these files should be addressed to: Commander, United States Army Recruiting Command, ATTN: USARCRFM-A, Fort Sheridan, IL 60037.

Request should include the full name of the individual desiring access to the information, SSN, current address and telephone number, and the location of the recruiting station where the information is believed to be stored.

CONTESTING RECORD PROCEDURES:

Rules for contesting content of records and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

The majority of the items of information on the prospect card are solicited directly from the prospect, though some items may be verified with outside documents such as a driver's license, social security card, educational records, selective service card and/or birth certificate.

Testing information is received from testing personnel at the Armed Forces Examining and Entrance Station (AFEES) and/or the Armed Forces Vocational Testing Group (AFVTG).

Prior service verification is provided from information recorded on the prospect's DD Form 214, DA Form 1181, and/or from the US Army Personnel Records Center and Army Separation Activities.

Follow-up information (locator data) and other information provided to the Army by the prospect in response to Army advertising is forwarded to the recruiting station on USAREC Form 200 cards.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0704.06bTRADOC

SYSTEM NAME:

704.06b Army Reserve Officers' Training Corps (ROTC) LEADS Referral Card System

SYSTEM LOCATION:

Primary System - LCS Industries, 10 Pelham Parkway, Pelham Manor, NY 10803.

Decentralized Segments - Ayer Direct, 1345 Avenue of the Americas, New York, NY 10019; Office of the Deputy Chief of Staff for ROTC (ODCSROTC), Headquarters (HQ), United States Army Training and Doctrine Command (TRADOC), Ft Monroe, VA 23651; United States (US) Army ROTC Region (ROTCR) HQ, and ROTC Instructor Group Staffs.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any US citizen who can reasonably be assumed to be a potential enrollee in the Senior ROTC (SROTC) program.

CATEGORIES OF RECORDS IN THE SYSTEM:

System contains individual names, addresses, telephone numbers, social security numbers, high school graduation dates, colleges planning to attend, and enrollment information following recruitment follow-up actions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Chapter 103, Section 2101-2111.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

LCS Industries - To establish and maintain a central computerized master file of prospective SROTC enrollees; to generate SROTC prospect LEADS cards and recruitment management information reports.

ROTC Instructor Group Staffs - To recruit individual SROTC prospects for possible enrollment and to maintain a future reference and follow-up suspense file of prospective enrollees.

HQ, TRADOC; HQ, ROTC; and Ayer Direct - To analyze SROTC advertising program effectiveness and recruitment activitites.

United States Army Recruiting Command (USAREC); United States Army Reserve (USAR); and Army National Guard (ARNG) - To recruit individual prospects for enlistment purposes when the individual has specifically requested transfer of his/her name from the SROTC prospect file to the USAREC, USAR, or ARNG.

Admissions/Registrars Offices - To provide prospective enrollees who have indicated a desire to attend a particular host or cross-enrolled institution with catalogs or other information concerning that school.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

LCS Industries stores information on magnetic tape and magnetic disk in a film library secured by a controlled access roster.

Ayer Direct stores computer print-outs in standard file containers.

HQ, TRADOC and ROTCR store computer print-outs in standard file containers.

ROTC Instructor Groupd Staffs store LEADS cards in file folders or in standard card index files.

Admissions/Resistrars Offices store individual referral data in standard file containers.

RETRIEVABILITY:

LCS Industires - Filed alphabetically by last name of prospect and by ROTCR.

HQ, TRADOC, ROTCR, and Ayer Direct - Print-out reports are alphabetized by last name of prospect and by ROTCR. Reports are filed chronologically by month.

ROTC Instructor Group Staffs - LEADS cards are filed alphabetically by last name of prospect.

Admissions/Registrars Offices - Filed alphabetically by last name of prospect.

SAFEGUARDS:

LCS Industries - Building and offices are locked in the evening. Keys are controlled. Records are maintained in areas accessible only to authorized personnel who are properly screened and trained.

Ayer Direct - Building employs security guard. Employees carry passes.

Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained.

HQ, TRADOC and ROTCR - Buildings are located on military reservations. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained.

ROTC Instructor Group Staffs and Admissions/Registrars Offices - Buildings are located on college campuses guarded by college security officials. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

LCS Industries - Records are retained in active file until the end of the fiscal year in which the data is recieved, held in an inactive file until expiration of contract.

Ayer Direct - Records are retained in an active file for up to two years and then destroyed.

HQ, TRADOC and HQ, ROTCR - Records are retained in an active file for up to two years and then destroyed.

ROTC Instructor Group Staffs and Admissions/Registrars Offices - Records are retained for as long as it is deemed necessary for appropriate follow-up action and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Deputy Chief of Staff for ROTC, Headquarters, United States Army Training and Doctrine Command, Ft Monroe, VA 23651.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ, TRADOC
ODCSROTC (ATRO-AM)
Ft Monroe, VA 23651
Telephone: Area Code 804/727-3077

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to: Headquarters, United States Army Training and Doctrine Command, Office of the Deputy Chief of Staff for ROTC (ATRO-AM), Ft Monroe, VA 23651.

Written requests for information should contain the full name of the individual, current address, and telephone number. Visits are limited to the Office of the Deputy Chief of Staff for ROTC, HQ, TRADOC (ATRO-AM), Ft Monroe, VA 23651.

For personal visits, the individual should be able to provide some acceptable identification; e.g., driver's license or employing office's identification card.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Magazine, newspaper, and poster advertising coupons; mailback reply cards; letters; walk-ins; referrals from parents, relatives, counselors, teachers, coaches, friends, associates, college registrars, dormitory directors, national testing organizations, honor societies, Boys' Clubs, Boy Scout organizations, Future Farmers of America, minority and civil rights organizations, fraternal and chruch organizations, neighborhood youth centers, YMCA, YWCA, social clubs, athletic clubs, Boy's State/Boys' Nation, scholarship organizations, previous employers, trade organizations and other agencies and commands within the Department of Defense.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0704.09aUSAREC

SYSTEM NAME:

704.09 Center of Influence Card Files (USAREC Form 125)

SYSTEM LOCATION:

Army recruiting stations reached through the following Recruiting Commands: Northeast Regional Recruiting Command, Ft Meade, MD; Southeast Regional Recruiting Command, 1628 Virginia Avenue, College Park, GA; Southwest Regional Recruiting Command, Ft Sam Houston, TX; Midwest Regional Recruiting Command, Ft Sheridan, IL; Western Regional Recruiting Command, Ft Baker, CA.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

United States Army Recruiting Command (USAREC) Form 125 Cards are initiated and maintained on persons who actively assist the recruiter by referring applicants for enlistment.

Cards are also maintained on persons who have been or should be cultivated for improvement of community relations. In this category are program directors for radio and TV stations, newspaper editors and important civic persons, such as the town/city mayors (when applicable).

Cards will also contain by name references to persons actually referred to the recruiters by the center of influence.

CATEGORIES OF RECORDS IN THE SYSTEM:

System contains name, title, address, phone number, and specific data about the person which has caused him to be selected as a center of influence for a specific recruiter, and the manner of assistance and effectiveness of the center of influence.

Additionally, the reverse side of the USAREC Form 125 is used to record the names of persons referred to the recruiter for enlistment by the center of influence. Other information about the person referred includes social security number, date enlisted, option selected, educational level and achievement scores resulting from the Armed Forces Qualification Test (AFQT).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Sections 503, 505, 510 and 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by the recruiter to determine which persons are providing recruiting assistance, and to recognize and reward those persons who assist the recruiter.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Vertical file cards in metal file card container.

RETRIEVABILITY:

Filed alphabetically by last name of center of influence.

SAFEGUARDS:

Records are maintained by individual recruiter and are considered privileged information.

RETENTION AND DISPOSAL:

Center of influence cards are destroyed by the individual recruiter when they are no longer needed for reference and are not transferred to any other file.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, USAREC, Ft Sheridan, IL 60037.

NOTIFICATION PROCEDURE:

Individuals who desire information as to whether the center of influence card system contains information about them should write to Commander, USAREC, ATTN: USARCRFM-A, Ft Sheridan, IL 60037

Requests should include the full name of the individual desiring the

information, current address and telephone number, and the location of the recruiting station where the information is believed to be stored.

RECORD ACCESS PROCEDURES:

Requests from individuals for access to information in these files should be addressed to: Commander, USAREC, ATTN: USARCRFM-A, Ft Sheridan, IL 60037.

Requests should include the full name of the person desiring access to the information, current address and telephone number, and the location of the recruiting station where the information is believed to be stored.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting content of records and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Personal information is solicited directly from the center of influence.

Information about persons referred for enlistment is taken directly from the USAREC Form 200, Recruiting Prospect Card.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0704.10aUSAREC

SYSTEM NAME:

Recruiter Malpractice Files

SYSTEM LOCATION:

Commander, United States Army Recruiting Command (USAREC), Ft Sheridan, IL 60037

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals against whom recruiter malpractice or processing irregularities have been alleged.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports of investigation pertaining to allegations of recruiter malpractice/processing irregularities. Such reports contain full identifying data of all persons involved, findings of the investigation, and disciplinary action taken, if any.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Property and Administrative Services Act of 1949 (64 Stat. 578, as amended by Act of 22 Oct 68); Title 44 U.S.C., Sections 3101-3103.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Reports used for trend analysis in order to formulate recommendations for modifications of recruiting policies and practices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

In file cabinets.

RETRIEVABILITY:

Alphabetically by surname of person against whom allegations have been made.

SAFEGUARDS:

File cabinets and building are secured. Reports are maintained in an area accessible only to properly screened and trained personnel; information is released only to persons having a valid need-to-know.

RETENTION AND DISPOSAL:

Files remain active for 1 year, inactive for 1 year, and are destroyed at the beginning of the third year.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Recruiting Command, Ft Sheridan, IL 60037.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Director, Recruiting Force Management, USARCRFM-SS
USAREC
Ft Sheridan, IL 60037
Telephone: Area Code 312/926-3147

RECORD ACCESS PROCEDURES:

Requests for information should be addressed to: Commander, US Army Recruiting Command, Ft Sheridan, IL 60037. Written requests should contain full name, address, telephone number and military status of requester. For personal visits, the requester must be able to provide acceptable identification such as a valid driver's license or military identification.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From US Army Criminal Investigation Command reports of investigation and similar reports generated within USAREC.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0704.10bMEPCOM

SYSTEM NAME:

704.10 ASVAB Institutional Test Scoring and Reporting System

SYSTEM LOCATION:

Primary System: Plans/Program/Test Scoring Division, Testing Directorate, United States Military Enlistment Processing Command (MEPCOM), FT. Sheridan, IL 60037.

Decentralized Segments: Armed Forces Examining and Entrance Stations (AFEES); participating school systems; state departments of education/testing agencies; Air Force Human Resources Laboratory, Brooks Air Force Base, TX 78236; Defense Manpower Data Center, Monterey, CA 93940; all service recruiters/recruiting commands.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

High School, job corps, college, and other students who have been administered the institutional version of the Armed Services Vocational Aptitude Battery (ASVAB).

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's name, social security number (SSN), address, telephone number, date of birth, sex, ethnic group identification, grade, booklet number of ASVAB test, individual's plans after graduation, and individual item responses to each of the 12 ASVAB tests.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 44 U.S.C., Section 3101; Title 10 U.S.C., Sections 133 and 3012.

Executive Order 9397, 'Numbering Systems for Federal Accounts Relating to Individual Personnel.'

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Plans/Program/Test Scoring: To compute and furnish test score products for career/vocational guidance and group assessment of aptitude test performance; for research use by selected government contractors.

Armed Forces Examining and Entrance Stations: To establish eligibility for enlistment and verify enlistment and placement scores and retest eligibility.

School Systems: For vocational/career counseling, curriculum planning, and group assessment.

Air Force Human Resources Laboratory: For future test development, test validation, and related statistical purposes.

Defense Manpower Data Center: For marketing evaluation, assessment of manpower trends, and characteristics.

Recruiters/Recruiting Commands: For recruitment, enlistment, and placement.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Plans/Program/Test Scoring Division: Microfiche, optical mark sense cards, and computer magnetic tapes.

AFEES: Microfiche.

School Systems: Computer paper printout and magnetic tapes.

Air Force Human Resources Laboratory: Magnetic tapes.

Defense Manpower Data Center: Magnetic tapes.

Recruiter/Recruiting Commands: Computer paper printout and cards.

RETRIEVABILITY:

Data are first accessed by date tested, then by high school name, and then alphabetically by student name.

SAFEGUARDS:

Records are maintained in areas (locked rooms or filing cabinets) accessible only to authorized personnel who are properly screened, cleared, and trained in accordance with governing regulations. Magnetic tapes are protected by user identification and manual controls.

RETENTION AND DISPOSAL:

Plans/Program/Test Scoring Division: Primary records (mark sense data cards) are retained 4 months after which they are destroyed. Magnetic tapes are retained for 1 year; microfiche retained for 2 years. Research data retained by contractors for more than 2 years require segregation of personal identifying information and test score data, with analyses performed using only summary statistics.

AFEES: Records retained for 2 years after which they are destroyed.

School Systems: Records released to students; counselors retain scores with student master records.

Air Force Human Resources Laboratory: Records are retained indefinitely or as long as the system is operational. Files maintained after 2 years are purged to delete each student's personal identifying information.

Defense Manpower Data Center: Data maintained for 2 years, at which time personal identifying information is erased from this system.

Recruiter/Recruiting Commands: Records are maintained for 2 years from date ASVAB are administered, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, United States Military Enlistment Processing Command, Ft. Sheridan, IL 60037.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander
United States Military Enlistment Processing Command
Testing Directorate
Ft. Sheridan, IL 60037 Telephone: Area Code 312/926-2366

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Commander, United States Military Enlistment Processing Command, Testing Directorate, Ft. Sheridan, IL 60037.

Written requests for information should contain the correct name and full address of the high school, date tested, full name of individual tested, SSN, and address at the time of testing.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Students who are tested with ASVAB.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a(k)(6). For additional information contact the SYSMANAGER.

A0704.11aUSAREC

SYSTEM NAME:

704.11 Recruiter Identification Report

SYSTEM LOCATION:

Military Personnel Division, Directorate of Recruiting Force Management, US Army Recruiting Command (USAREC), USARCRFM-MP-D, Ft Sheridan, IL 60037.

Directorate of Management Information Systems/ADP, USAREC, Ft Sheridan, IL 60037.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals assigned to recruiting duty.

CATEGORIES OF RECORDS IN THE SYSTEM:

System contains name, social security number (SSN), initial unit of assignment, reporting date to initial assignment, and recruiter identification number.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Property and Administrative Services Act of 1949 (64 Stat. 578), as amended by Act of 22 Oct 1968 (82 Stat. 1238); Title 44 U.S.C., Sections 3101-3103.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To assign recruiting objectives and evaluate recruiter production.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer printout in file cabinet.

RETRIEVABILITY:

Listed alphabetically by last name, and numerically by four digit recruiter identification number.

SAFEGUARDS:

Building secure. Records are maintained in area accessible only to properly screened and trained personnel.

RETENTION AND DISPOSAL:

Listing updated monthly with previous listings being destroyed. Information contained in report covers a 6 year period.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, USAREC.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Director, Recruiting Force Management, USAREC
Ft Sheridan, IL 60037
Telephone: 312/926-2442

Request for information should contain full name, SSN, and military status.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Headquarters, ATTN: USARCRFM-MP-D, Ft Sheridan, IL 60037.

Written request for information should contain the full name of the individual, SSN, current address and telephone number.

For personal visits, the individual should be able to provide acceptable identification; i.e., driver's license, identification card.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and

appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Recruiter Identification Control Log.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0706.02DAAG

SYSTEM NAME:

706.02 Departure Clearance Files

SYSTEM LOCATION:

Headquarters of Installations or Commands. Official mailing addresses are in the Department of Defense directory in the Appendix.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel and Department of the Army (DA) civilian personnel assigned to installations and commands who are authorized to use Army facilities or who have accountable responsibility for government property, facilities, or material.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains a copy of DA Form 137 (Installation Clearance Record) and may contain copies of receipts or documents evidencing payment of telephone bills, return of material held on memorandum receipt, and similar clearance matters.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C. Section 3012

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To verify that an individual has obtained clearance from the installation's facilities, and to verify that the individual has accomplished his/her personal oblications.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Alphabetically by last name of departing individual, or by departure date.

SAFEGUARDS:

Maintained in file cabinets or open storage areas.

RETENTION AND DISPOSAL:

These records are destroyed after 1 year.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army (HQDA). The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained fromm headquarters of the installation to which the individual was previously assigned.

For personal visits, the requester must provide proof of identity such as an identification card or driver's license.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the commander at the members previous command or installation of assignment.

Written requests for information should contain the full name of the individual, grade, social security number, and date of departure from unit of assignment.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations obtained from HQDA (DAAG-AMP), Washington, DC 20314.

RECORD SOURCE CATEGORIES:

These records are derived only from those activities or facilities operating on military installations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0707.05DAAG

SYSTEM NAME:

707.05 Privilege Card Application Files

SYSTEM LOCATION:

Major commands; installation headquarters; United States (US) Army Finance and Accounting Center (USAFAC); Administrative Management Directorate, The Adjutant General Center (Field Policy and Operations Division). Official mailing addresses are in the Department of Defense (DOD) directory in the Appendix.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Dependents of active duty or retired personnel and deceased military personnel; disabled veterans; Medal of Honor recipients; foreign military personnel; civilian employees of the Department of the Army assigned overseas or residing on a military installation within the US; civilian employees under private or Government contract with the US Army and their dependents; civilians of foreign nations on duty in the US at invitation of DOD.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's application for issuance of an identification card.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To control and maintain a record of identification cards issued.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Applications are placed in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of applicant and social security number.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in an area accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Applications are temporary documents. Applications are maintained until either the identification card expires, is replaced or is no longer required.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, (HQDA). The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQDA (DAAG-AMP)
Room GA 172
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-0713

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Major commands; installation headquarters that issued the identification card; the USAFAC when the application was submitted to that agency for determination of dependency.

Written requests for information should contain the full name of the military or civilian sponsor and number from the identification card, if known. Visits may be made to the same agencies to which written requests are submitted.

For personal visits, the individual should be able to provide acceptable identification, i.e., driver's license, employing office's or military

identification card, including verbal information that can be verified with his application.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Sponsor's personnel records when member is on active duty; US Army Reserve Components Personnel and Administration Center when member is deceased or retired.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0708.01aDAPC

SYSTEM NAME:

708.01 Military Personnel Records Jacket Files (MPRJ)

SYSTEM LOCATION:

United States Army Reserve Components Personnel and Administration Center (RCPAC), each Army command/organization/ detachment, and each Army Reserve command/organization/detachment.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Enlisted, warrant officers, and commissioned officers on active duty in the United States (US) Army; enlisted, warrant officers, commissioned officers of the US Army Reserve in active reserve (non-unit or unit) status; all living retired persons; commissioned/ warrant officers separated after 30 June 1917 and enlisted personnel separated after 31 October 1912.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain qualification record; emergency data record; enlistment record and related service agreement/ extension/active duty orders; military occupational specialty (MOS) evaluation data report; group life insurance election; record of induction; security questionnaire; transfer/ discharge report; license application; language proficiency questionnaire; police record check; current declaration of parent/guardian; statement of personal history; identification card application; Veterans Administration (VA) compensation forms and related papers; security clearance; certificate/ determination; airborne jump record; dependent medical care statement and related forms; training and experience records; Department of Defense (DOD) summary sheet for review of conscientious objector; oath of extension of enlistment; survivor benefit plan election certificate; efficiency report; application/ nomination for assignment; achievement certificates; summarized record of proceeding, record of proceeding and appellate or other supplementary actions, Article 15 (Title 10 U.S.C., Section 815); weight control record; personnel screening and evaluation record; individual statement relating to removal from temporary disability retired list; change of name statements; enlistment statement application/approval/disapproval/ classification/removal for discharge/ identification as conscientious objector; requests for appointment; affidavits relating retention beyond expiration of term of service; prior service enlistment documents; certificate barring reenlistment; waivers for enlistment; physical evaluation board letters/ election/summaries/status of conditions; authority to change name/ birth date; statement of military service; record brief (SIDPERS); letters of failure to complete Army school; certificate of completion of Army school; MOS classification board proceedings; award of MOS; waiver of right to deferment; agreement for noncombatant duty; citation of award; correspondence relating to badges, medals, and unit awards; correspondence/ authorizations/orders regarding foreign decorations; correspondence regarding Medal of Honor and certification to VA; letters of appreciation/commendation; recommendations/approvals/ declinations/ board proceedings/ announcement relating to promotion/ reduction; correspondence/letters/ administrative reprimands/censures/ admonitions relating to apprehensions/ confinement/discipline; letters of sympathy relating to a deceased member; dependent travel and movement of household goods and acknowledgement of restriction; document and orders relating to National Guard status; adverse suitability information; personal indebtedness correspondence and related papers; statement of involuntary retirement; orders/revocations/ amendments/indorsements/ extracts relating to active duty/awards/change data/court martial/ discharge/ enlistment/reenlistment/MOS award/ proficiency pay/promotion/ reduction/ release/retirement/temporary duty; individual flight records/ physical examination records/aviator flight record/instrument certification papers/ application for identification cards/ other training/ proficiency/evaluation forms, records, and papers; other correspondence/ letters/documents/ papers relating to duty status/leave/ pass/organizational entitlements. Correspondence among the (1) United States Army Military Personnel Center (MILPERCEN), (2) service member, (3) Army Staff offices, (4) Army commands, (5) other Federal agencies, and (6) general public to commander or service member.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301; Title 10 U.S.C.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Army command or US Army Reserve command of assignment/station/ location of the Army or Army Reserve service member: To provide day-to-day administration, training, qualification, reenlistment, discharge, and related matters pertaining to individual's military service; to publish officer registers/rosters as authorized by Title 10 U.S.C., Section 122.

Inquiries are received for information, documents, papers, and records which are provided to the requester to enable the agency to adjudicate claims, perform investigative actions, support criminal cases, state determinations, research, security clearance, citizenship, location and other related uses consistent with the functional and statutory responsibility of the agency.

Agencies using files are: Central Intelligence Agency; Department of Agriculture; Department of Commerce; Department of Health, Education and Welfare; Department of Housing and Urban Development; Department of Interior; Department of Labor; Department of State; Department of Transportation; Department of Treasury; American Battle Monuments Commission; Atomic Energy Commission; Civil Aeronautics Board; Federal Communications Commission; Federal Aviation Administration; VA; US Postal Service; Office of Personnel Management; Selective Service System; DOD agencies, elements and military departments; Social Security Administration; Defense agencies of the North Atlantic Treaty Organization, and military commands thereof (i.e., Supreme Headquarters Allied Powers Europe (SHAPE) and its subordinate commands of Allied Forces, Northern (AFNORTH), Central (AFCENT), Central Army Group (CENTAG), Southern (AFSOUTH), and Allied Land Forces Southeast Europe (LANDSOUTHEAST); State, county and city welfare organizations when information is required to conduct

business of the agency concerned; penal institutions when the individual is a patient or an inmate; and State, county and city probation/parole and pardon officers for use in presentencing or parole investigations; correspondence with next-of-kin in accordance with Army Regulation 630-10; and other elements of the Federal Government in accordance with their respective authority and responsibility.

Patriotic societies incorporated under the provisions of Title 36 U.S.C. in consonance with their respective corporate mission when their use of records or information is in furtherance of the welfare, morale, or mission of the service members of the Army.

Record of the identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in Title 21 U.S.C., Section 1175 and Title 42 U.S.C., Section 4582. These statutes take precedence over the Privacy Act of 1974 in regard to accessibility of such records except to the individual to whom the record pertains. Blanket 'routine uses' identified in 44 FR 73728 do not apply to these records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in record jacket folder.

RETRIEVABILITY:

Records accessed by name.

SAFEGUARDS:

Records maintained in areas accessible only to authorized personnel; transferred from station to station in personal possession of individual concerned or by US mail.

RETENTION AND DISPOSAL:

Permanent

SYSTEM MANAGER(S) AND ADDRESS:

Commander, United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the commander of the organization to which the service member is assigned; for retired and non-unit reserve personnel, information may be obtained from the United States Army Reserve Components Personnel and Administration Center, 9700 Page Avenue St Louis, MO 63132; for separated and deceased personnel, notify the National Personnel Records Center, General Services Administration, 9700 Page Avenue St Louis, MO 63132.

RECORD ACCESS PROCEDURES:

Written requests for information should include the full name, service identification number, branch of service of an officer, and current address. Visits should be made to the Consolidated Military Personnel Activity (COMPACT) or the Military Personnel Office (MILPO) of the organization/station of the service member concerned or the United States Army Reserve Components Personnel and Administration Center.

For personal visits, the requester should provide acceptable identification, i.e., military identification card or other identification normally acceptable in the transaction of business.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from Headquarters, Department of the Army (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

RECORD SOURCE CATEGORIES:

Letters, statements, forms, records and related papers originating with the service member; generated by Army Staff offices, Army commands, other Federal agencies in accordance with their respective functional or statutory requirements; and by the general public or the commander of service member when such papers relate to the service status of the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0708.01bNGB

SYSTEM NAME:

708.01 Army National Guard Automated Personnel Reporting System

SYSTEM LOCATION:

Primary System: National Guard Computer Center, National Guard Bureau, Columbia Building, 5611 Columbia Pike, Falls Church, VA 22041.

Decentralized Segments: Offices of the Adjutants General of all States, Puerto Rico, the Virgin Islands, and the District of Columbia and units of the Army National Guard (ANG) not on active duty.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Each individual who is a member of the ANG in a commissioned officer, warrant officer or enlisted status.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains items of data relating to individual's service which have been extracted from his/her military records or computed from the information contained therein. The records from which the data are extracted are: military personnel records jacket; financial records data folder; health records; statement of service; qualification record; group life insurance election; application for appointment; enlistment records; medical examination; active duty report; record of retirement points; notification of eligibility for retired pay at age 60; voluntary reduction; academic report; officer evaluation report; transcript of military record; oath of enlistment extension; temporary disability record; change of name; statement for enlistment; acknowledgement of service requirements; report of proceedings of physical fitness board; report of proceedings of physical review board; birth certificate; citizenship statement and status; record of security clearance; educational constructive credit; educational transcript; flight record; Federal recognition orders; special orders; recommendation for promotion; notification of non-selection for promotion; miscellaneous correspondence documents and other military orders relating to military service including information pertaining to dependents, interservice actions, intraservice actions, assignments, details, military qualifications, determinations, reliefs, component, branch of service, military awards, pay entitlements, releases, transfers, and other military service data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 275; Title 32 U.S.C.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Department of Defense and Department of the Army (DA) (to include United States Army Forces Command (FORSCOM) and United States Army Reserve Components Personnel and Administration Center

(RCPAC)): To provide feeder information necessary to enable computation of the monthly pay for each member of the ANG who is paid by the Joint Military Pay System for Reserve Components of the Army; to provide suspense information to assure completion of individual personnel actions required by Federal statute at the expiration of specified periods of time. These actions are: removal from an active status upon completion of maximum periods of service or attainment of maximum ages; to provide lists of female personnel to facilitate selection of individuals for specialized assignments in connection with ANG activities; to provide lists of military chaplains and chaplains' assistants to facilitate the selection of individuals for specialized duties or training.

Record of the identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in Title 21 U.S.C., Section 1175 and Title 42 U.S.C., Section 4582. These statutes take precedence over the Privacy Act of 1974 in regard to accessibility of such records except to the individual to whom the record pertains. Blanket 'routine uses' identified in 44 FR 73728 do not apply to these records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic computer tape.

RETRIEVABILITY:

By name, social security number or automatic data processing parameter.

SAFEGUARDS:

Access to data storage area and distribution of printouts are controlled. Approval of functional manager must be obtained before data may be retrieved or distributed.

RETENTION AND DISPOSAL:

Data retained in file until updated or service of individual is terminated. In case of enlisted personnel the data are destroyed 1 month after individual is separated from the ANG. In the case of commissioned officers and warrant officers, the data are retained indefinitely in separate file.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, National Guard Bureau, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from: Chief, Army Personnel Division, National Guard Bureau, The Pentagon, Washington DC 20310.

RECORD ACCESS PROCEDURES:

Written requests for information should contain full name of individual, service identification number, current military status and appropriate return address.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Enlistment, appointment, or commission related forms pertaining to the individual having a current or former military status; academic, training, or qualification records acquired prior to or during military service; correspondence, forms, records, documents and other related papers originating in or collected by Department of the Army Staff agencies and commands; other Federal departmental agencies, administrations, Federal separate agencies, commissions, boards, service, or authority; State and local governmental entities; civilian education and training institutions; and members of the public when such information directly concerns the military service member.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0708.01cNGB

SYSTEM NAME:

708.01 Military Personnel Records Jacket (MPRJ) (NGB)

SYSTEM LOCATION:

Each National Guard Armory in all states, Puerto Rico, the Virgin Islands, and the District of Columbia.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Enlisted personnel, warrant officers, and commissioned officers who are members of the Army National Guard (ANG) not on active duty.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain qualification record; emergency data record; enlistment record and related service agreement/extension/active duty orders; military occupational specialty (MOS) evaluation data report; group life insurance election; record of induction; security questionnaire; transfer/discharge report; license application; language proficiency questionnaire; police record check; current declaration of parent/guardian; statement of personal history; identification card application; Veterans Administration (VA) compensation forms and related papers; security clearance; certificate/determination; airborne jump record; dependent medical care statement and related forms; training and experience records; Department of Defense (DOD) summary sheet for review of conscientious objector; oath of extension of enlistment; survivor benefit plan election certificate; efficiency report; application/nomination for assignment; achievement certificates; summarized record of proceeding, record of proceeding and appellate or other supplementary actions, Article 15 (Title 10 U.S.C., Section 815); weight control record; personnel screening and evaluation record; individual statement relating to removal from temporary disability retired list; change of name statements; enlistment statement application/approval/ disapproval/classification/removal for discharge/identification as conscientious objector; requests for appointment; affidavits relating retention beyond expiration of term of service; prior service enlistment documents; certificate barring reenlistment; waivers for enlistment; physical evaluation board letters/election/summaries/status of conditions; authority to change name/birth date; statement of military service; record brief; letters of failure to complete Army school; certificate of completion of Army school; MOS classification board proceedings; award of MOS; waiver of right to deferment; agreement for noncombatant duty; citation of award; correspondence relating to badges, medals, and unit awards; correspondence/authorizations/orders regarding foreign decorations; correspondence regarding Medal of Honor and certification to VA; letters of appreciation/ commendation; recommendations/approvals/declinations/board proceedings/announcements relating to promotion/reduction; correspondence/letters/administrative reprimands/censures/admonitions relating to apprehensions/confinement/discipline; letters of sympathy relating to a deceased member; dependent travel and movement of household goods and

acknowledgment of restriction; document and orders relating to National Guard status; adverse suitability information; personal indebtedness correspondence and related papers; statement of involuntary retirement; orders/revocations/amendments/ extracts relating to active duty/awards/change data/court martial/discharge/enlistment-reenlistment/MOS award/proficiency pay/promotion/reduction/release/retirement/temporary duty; individual flight records/physical examination records/aviator flight record/instrument certification papers/application for identification cards, other training/proficiency/evaluation forms, records, and papers; other correspondence/letters/ documents/papers relating to duty status/leave/pass/organizational entitlements. Correspondence between the (1) United States Army Military Personnel Center (MILPERCEN), (2) service member, (3) Army staff offices, (4) Army commands, (5) other Federal agencies, and (6) general public to commander or service member.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301; Title 10 U.S.C., Sections 275 and 3012; and Title 32 U.S.C.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Army command, United States Army Reserve Command or ANG Command of assignment/station/location of the Army, Army Reserve or ANG service member: To provide day-to-day administration, training, qualification, reenlistment, discharge, and related matters pertaining to individual's military service; to publish officer registers/rosters as authorized by Title 10 U.S.C., Section 122.

Inquiries are received for information, documents, papers, and records which are provided to the requester to enable the agency to adjudicate claims, perform investigative actions, support criminal cases, state determinations, research, security clearance, citizenship, location and other related uses consistent with the functional and statutory responsibility of the agency. Agencies using files are: Central Intelligence Agency; Department of Agriculture; Department of Commerce; Department of Health, Education and Welfare; Department of Housing and Urban Development; Department of Interior; Department of Labor; Department of State; Department of Transportation; Department of Treasury; American Battle Monuments Commission; Atomic Energy Commission; Civil Aeronautics Board; Federal Communications Commission; Federal Aviation Administration; VA; US Postal Service; Office of Personnel Management; Selective Service System; DOD agencies, elements and military departments; Social Security Administration; Other elements of the Federal Government in accordance with their respective authority and responsibility.

Record of the identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in Title 21 U.S.C., Section 1175 and Title 42 U.S.C., Section 4582. These statutes take precedence over the Privacy Act of 1974 in regard to accessibility of such records except to the individual to whom the record pertains. Blanket 'routine uses' identified in 44 FR 73728 do not apply to these records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in record jacket folder.

RETRIEVABILITY:

Records accessed by name.

SAFEGUARDS:

Records maintained in areas accessible only to authorized personnel; transferred from station to station in personal possession of individual concerned or by US mail.

RETENTION AND DISPOSAL:

Data retained in file until updated or service of individual is terminated. Following separation, record reverts to State status, not subject to the Privacy Act, and is retained indefinitely in appropriate State depository.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, National Guard Bureau, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the Commander of the unit to which the ANG member is assigned; for retired and separated personnel information may be obtained from the Office of the Adjutant General of each State, Puerto Rico, the Virgin Islands, or the District of Columbia as appropriate.

RECORD ACCESS PROCEDURES:

Written requests for information should include the full name, service identification number, current military status, and current return address. For personal visits the requester should provide acceptable identification, i.e., military identification card or other identification normally acceptable in the transaction of business.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from Chief, National Guard Bureau, The Pentagon, Washington, DC 20310.

RECORD SOURCE CATEGORIES:

Letters, statements, forms, records, and related papers originating with the service member; generated by Army staff offices, Army commands, other Federal agencies in accordance with their respective functional or statutory requirements; and by the general public or the commander of service member when such papers relate to the service status of the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0708.02aDAPC

SYSTEM NAME:

Official Military Personnel File

SYSTEM LOCATION:

Primary System: Personnel Information Systems Directorate, United States Army Military Personnel Center (MILPERCEN), 200 Stovall St., Alexandria, VA 22332.

Secondary: United States Army Enlisted Records and Evaluation Center; United States Army Reserve Components Personnel and Administration Center; and National Personnel Records Center, General Services Administration.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Each individual on active duty in the United States Army in enlisted, appointed or commissioned status; or in a USA or AUS retired status; each individual not on active duty who has a reserve status in an enlisted, appointed or commissioned status, or in a retired reserve status; and each individual who was an enlisted, appointed, or

commissioned member of the United States Army and who was completely separated by discharge, death, or other termination of his/her military status.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records include enlistment contract; Veterans Administration laws; physical evaluation board proceedings; military occupational specialty data; statement of service; qualification record; group life insurance election; emergency data; application for appointment; qualification/evaluation report; oath of office; medical examination; security questionnaire; application for retired pay; application for correction of military records; application for active duty; transfer or discharge report; active duty report; voluntary reduction; line of duty and misconduct determinations; discharge or separation reviews; consent/declaration of parent/guardian; Army ROTC supplemental agreement; award recommendations; academic reports; casualty reports; US field medical card; retirement points, deferment; preinduction processing and commissioning data; transcripts of military records; summary sheets review of conscientious objector; election of options; oath of enlistment extensions; survivor benefit plans; efficiency reports; records of proceeding, Title 10 U.S.C., Section 815 appellate actions; determination of moral eligibility; waiver of disqualifications; temporary disability record; change of name; statements for enlistment; acknowledgements of service requirements; retired benefits; application for review of physical evaluation board and disability board; appointments; designations; evaluations; extensions; birth certificates; photographs; citizenship statements and status; educational constructive credit transcripts; flight status board reviews; assignment agreements/limitations/waivers/election/and travel; efficiency appeals; promotion/reduction recommendations/approvals/declinations/announcements/notifications/reconsiderations/worksheets/ elections/letters of notification to deferred officers and promotion passover notifications; absence without leave and desertion records; FBI reports; SSA correspondence; miscellaneous correspondence, documents, and military orders relating to military service including information pertaining to dependents, interservice action, inservice details, determinations, reliefs, component; awards, pay entitlements, releases, transfers, and other military service data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Department of the Army (DA): To maintain, use, collect, and disseminate information with respect to an individual holding a military status or former military status, including regular reserve, retired, former member separated, or deceased. Information pertains to individual's former, current, and subsequent to active duty status; birth; citizenship; parentage; home of record; education; training; dependents; travel; language proficiency; former and current association; brotherhood, memberships and related affiliations with organizations and like collective elements which service member divulges as having meaning, substance, or significance to his/her military service status; assignment history; and other related military experiences, qualification, training, preferences, restriction, and status actions.

Department of State: To issue passport/visa; to document persona-non-grata status, attache assignments, and related administration of personnel assigned and performing duty with the Department of State.

Department of Treasury: To issue bonds; to collect and record income taxes.

Department of Defense: To authorize and consummate interdepartmental actions relating to interservice requirements pertaining to the Army, Navy, Air Force, and Coast Guard (when the Coast Guard is operational under DOD.)

Department of Justice: To file fingerprints; to perform intelligence function.

Department of Agriculture: To coordinate matters related to its advanced education program.

Department of Labor: To accomplish actions required under Federal Employees Compensation Act.

Department of Health and Human Services: To provide services authorized by medical, health, and related functions authorzied by Title 10 U.S.C., Sections 1074 thru 1079.

Nuclear Regulatory Commission: To accomplish requirements incident to Nuclear Accident/Incident Control Officer functions.

American Red Cross: To accomplish coordination and complete service functions including blood donor programs and emergency investigative support and notifications.

Civil Aeronautics Board: To accomplish flight qualifications, certification and license actions.

Federal Aviation Agency: To determine Rating sand Certification (including medical) of in-service aviators.

General Services Administration: For records storage and archival services and for printing of directories and related material which includes personal data.

US Postal Service: To accomplish postal service authorization involving postal officers and mail clerk authorizations.

Veteran's Administration: To provide information relating to benefits, pensions, inservice loans, insurance, and appropriate hospital support.

Bureau of Immigration and Naturalization: To comply with statutes relating to alien registration, and annual residence/location.

Office of the President of the United States of America: To exchange required information relating to White House Fellows, regular Army promotions, aides, and related support functions staffed by Army members.

Federal Maritime Commission: To obtain licenses for military members accredited as captain, mate, and harbor master for duty as Transportation Corps warrant officer.

Each of the several States, and US possessions: To support state bonus applications; to fulfill income tax requirements appropriate to the service member's home of record; to record name changes in state bureaus of vital statistics; and for National Guard affairs.

Civilian educational and training institutions: To accomplish student registration, tuition support, tests, and related requirements incident to inservice education programs in compliance with Title 10 U.S.C., Chapters 102 and 103.

Social Security Administration: To obtain or verify Social Security Account Number; to transmit Federal Insurance Compensation Act deductions made from inservice members' wages.

Department of Transportation: To coordinate and exchange necessary information pertaining to interservice relationships between US Coast Guard and US Army when service members perform duty with the USCG.

Civil authorities: For compliance with Title 10 U.S.C., Section 814.

Department of the Air Force: To administer personnel support for individual Army members assigned for duty with the Air Force.

Department of the Navy: To administer personnel support for individual Army members assigned for duty with the Navy or Marine Corps.

US International Communication Agency: To investigated applicants for sensitive positions pursuant to Executive Order 10450.

Federal Emergency Management Agency: To facilitate participation of Army members in defense planning, training, and emergency operations pursuant to the military support of civil defense as prescribed by DOD Directive 3025.10 and Army Regulation 500-70.

Other elements of the Federal Government pursuant to their respective authority and responsibility.

Record of the identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 21 U.S.C., Section 1175 and 42 U.S.C., Section 4582. These statutes take precedence over the Privacy Act of 1974, in regard to accessibility of such records except to the individual to whom the record pertains. Blanket 'routine uses' identified in 44 FR 72728 do not apply to these records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Microfiche stored randomly in electro-mechanical storage/retrieval devices. Temporary files consist of paper records in file folder; selected data automated for management purposes on tapes, disks, cards, and other computer media.

RETRIEVABILITY:

Alphabetically by surname; automated data retrievable by name, SSN, or ADP parameter; Records of Reserve, retired, and deceased persons retrieved by SSN terminal digit sequence.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel; automated records are further protected by authorized passwork system for access terminal, controlled access to operation locations, and controlled output distribution.

RETENTION AND DISPOSAL:

Microfiche and paper records are permanent. They are retained in active file until termination of service, held in inactive file in accordance with retention and retirement schedule and subsequently retired to National Personnel Records Center, St. Louis, MO.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Inquiries for records of commissioned or warrant officers (including members of Reserve Components) serving of active duty should be sent to: Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332; (703) 325-9606.

Inquiries for records of enlisted members (including members of Reserve Components) serving of active duty should be sent to: Commander, US Army Enlisted Records and Evaluation Center, Ft. Benjamin Harrison, IN 46249, (317) 542-3361.

Inquiries for records of commissioned officers or warrant officers in a reserve status not on active duty, or Army enlisted reservists not on active duty, or members of the National Guard who performed active duty, or commissioned officers, warrant officers, or enlisted members in a retired status should be sent to: Commander, US Army Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St. Louis, MO 63132; (314) 268-7770.

Inquiries for records of commissioned officers and warrant officers who were completely separated from the service after 30 June 1917, or enlisted members who were completely separated after 31 October 1912 should be sent to: Chief, National Personnel Records Center, General Services Administration, 9700 Page Boulevard, St. Louis, MO 63132; (314) 268-7262.

RECORD ACCESS PROCEDURES:

Written requests for information should contain full name of individual, service identification number, current or former military status, and appropriate return address.

Personal visits may be made to the appropriate location based on the individual's status; individual should provide commonly acceptable identification, such as valid driver's license, employment identification, and verbal information relating to his/her military status.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Enlistment, appointment, or commission related forms pertaining to the individual's military status; academic, training or qualification records acquired prior to or during military service; correspondence, forms, records, documents and other related papers originating in or collected by DA staff agencies and commands; other Federal agencies, commissions, boards, or authority; state and local governmental entities; civilian education and training institutions; and members of the public when such information obtained directly concerns the military service member.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0708.02bNGB

SYSTEM NAME:

708.02 Official Military Personnel File (Army National Guard)

SYSTEM LOCATION:

Army National Guard Personnel Center, National Guard Bureau, Columbia Pike Office Building, 5600 Columbia Pike, Falls Church, VA 22041.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Each commissioned officer or warrant officer in the Army National Guard not on active duty.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual records including enlistment contract; Veterans Administration (VA) laws; physical evaluation board proceedings; military occupational specialty report; statement of service; qualification record; group life insurance election; emergency data form; application for appointment; qualification/evaluation report; oath of office; medical examination; security questionnaire; application for retired pay; application for correction of military records; application for active duty; transfer or discharge report; active duty report; voluntary reduction; line of duty and misconduct determinations; discharge or separation reviews; police record checks; consent/declaration of parent/guardian; Army Reserve Officers Training Corps (ROTC) supplemental agreement; award recommendations;

academic reports; casualty reports; United States (US) field medical card; retirement points; deferment; preinduction processing and commissioning data transcripts of military records; summary sheets of conscientious objector; election of options; oath of enlistment extensions; survivor benefit plans; efficiency reports; records of proceeding, Title 10 U.S.C., Section 815 and appellate actions; determination of moral eligibility; waiver of disqualifications; temporary disability record; change of name; statements for enlistment; acknowledgments of service requirements; retired benefits; application for review of physical evaluation board and disability board; appointments; designations; evaluations; birth certificates; photographs; citizenship statements and status; educational constructive credit; educational transcripts; flight status board reviews; assignment agreements/ limitations/ waivers/election and travel; efficiency appeals; promotion/ reduction recommendations/approvals/ declinations/announcements/ notifications/reconsiderations/ worksheets; elections/letters of notification to deferred officers and promotion passover notifications; absence without leave and desertion records; Federal Bureau of Investigation reports; Social Security Administration (SSA) correspondence; miscellaneous correspondence, documents, and military orders relating to military service including information pertaining to dependents, interservice actions, inservice details, determinations, reliefs, component; awards, pay entitlements, releases, transfers, and other military service data.

AUTHORITY FOR MAINTENENCE OF THE SYSTEM:

Title 5 U.S.C., Section 301; Title 10, U.S.C., Sections 275 and 3012; and Title 32 U.S.C.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Department of the Army (DA): To maintain, use, collect, and disseminate information with respect to an individual holding a military status or former military status, including regular reserve, retired, and former member separated. Information pertains to individual's former, current, and subsequent to active duty status relating to birth; citizenship; parentage; home of record; education; training; dependents; travel; language proficiency; former and current association; brotherhood, memberships, and related affiliations with organizations and like collective elements which service member divulges as having meaning, substance, or significance to his/her military service status; assignment history, and other related military experiences, qualifications, training, preferences, restriction, and status actions.

Department of State: To issue passport/visa; to document persona-non-grata status, attache assignments, and related administration of personnel assigned and performing duty with the State Department.

Department of Defense (DOD): To authorize and consummate interdepartmental actions relating to interservice requirements pertaining to the Army, Navy, Air Force, and Coast Guard when the Coast Guard is operational under DOD.

Department of Justice: To file fingerprint cards; to perform intelligence function.

Department of Labor: To accomplish actions required under Federal Employees Compensation Act.

Department of Health, Education and Welfare: To provide services authorized by medical, health, and related functions authorized by Title 10 U.S.C., Sections 1074-1079.

Atomic Energy Commission: To accomplish requirements incident to Nuclear Accident/Incident Control Officer functions.

American Red Cross: To accomplish coordination and complete service functions including blood donor programs and emergency investigative support and notifications.

Civil Aeronautics Board: Flight qualifications, certification and license actions relating to inservice pilots.

Federal Aviation Agency: To accomplish aviation and air service actions involving inservice aviators.

General Services Administration: For records storage, archival services, and for printing of directories and related material which includes personal data.

US Postal Service: To accomplish postal service authorization involving postal officers and mail clerk authorizations.

VA: To provide information relating to benefits, pensions, inservice loans, insurance, and appropriate hospital support.

Bureau of Immigration and Naturalization: To comply with statutes relating to inservice alien registration, and annual residence/locations.

Office of the President of the United States of America: To exchange required information relating to White House Fellows, regular Army promotions, aides, and related support functions staffed by Army members.

Federal Maritime Commission: To obtain licenses for military members accredited as captain, mate, and harbor master for duty as Transportation Corps warrant officer.

Each State and US possessions: To support state bonus applications; to fulfill income tax requirements appropriate to the service member's home of record; to record name changes in state bureaus of vital statistics; and for National Guard affairs.

Civilian educational and training institutions: To accomplish student registration, tuition support, Graduate Record Examination (GRE) tests requirement, and related school requirements incident to inservice education programs in compliance with Title 10 U.S.C., Chapters 102 and 103.

SSA: To obtain or verify social security numbers (SSN); to transmit Federal Insurance Compensation Act deductions made from inservice members' wages.

Department of Transportation: To coordinate and exchange necessary information pertaining to interservice relationships between US Coast Guard and US Army when service members perform duty with the US Coast Guard elements or training activities.

Civil Authorities: For compliance with Title 10 U.S.C., Section 814.

Department of the Air Force: To administer personnel support for individual Army members assigned for duty with the Air Force.

Department of the Navy: To administer personnel support for individual Army members assigned for duty with the Navy or Marine Corps.

Record of the identity, diagnosis, prognosis, or treatment of any client/ patient, irrespective of whe/shether or when he ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in Title 21 U.S.C., Section 1175 and Title 42 U.S.C., Section 4582. These statutes take precedence over the Privacy Act of 1974, in regard to accessibility of such records except to the individual to whom the record pertains. Blanket 'routine-uses' identified in 44FR73728 do not apply to these records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folder/jacket; selected data automated for management facility in a perishable manner on tapes, disks, cards, and other computer media.

RETRIEVABILITY:

Filed alphabetically by last name; automated data retrievable by name, SSN, or automatic data processing (ADP) parameter.

SAFEGUARDS:

Records maintained in areas accessible only to authorized personnel; automated media protected by authorized password system for access terminals, controlled access to operation rooms, and controlled output distribution.

RETENTION AND DISPOSAL:

Paper records are permanent. They are retained in active file until termination of service or transfer to the US Army Reserve, at which time records are transferred to the custody of the Commander, US Army Reserve Components Personnel and Administration Center.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, National Guard Bureau, The Pentagon, Washington, DC 20310

NOTIFICATION PROCEDURE:

Information may be obtained from:
Army National Guard Personnel Center,
Columbia Pike Office Building
Falls Church, VA 22041
Telephone: Area Code 202/756-1210.

RECORD ACCESS PROCEDURES:

Written requests for information should contain full name of individual, service identification number, current or former military status and appropriate return address.

Personal visits may be made to the appropriate location based on the individual's status; individual should be able to provide commonly acceptable identification, such as driver's license, employment identification card, and give some verbal information relative to his/her current or former military status.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from Chief, National Guard Bureau, The Pentagon, Washington, DC 20310.

RECORD SOURCE CATEGORIES:

Enlistment, appointment, or commission related forms pertaining to the individual having a current or former military status; academic, training or qualification records acquired prior to or during military service; correspondence, forms, documents and other related papers originating in or collected by DA Staff agencies and commands; other Federal departmental agencies, administrations, Federal separate agencies, commissions, boards, service, or authority; state and local governmental entities; civilian education and training institutions; and members of the public when such information obtained directly concerns the military service member.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0708.02cDAPC

SYSTEM NAME:

Officer Personnel Management Information System (OPMIS)

SYSTEM LOCATION:

US Army Military Personnel Center (MILPERCEN), 200 Stovall Street, Alexandria, VA 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals projected for entrance into the Army officer corps; Army officer and warrant officer personnel projected to enter on active duty, on active duty, separated, or in retired status; individuals, civilian and military, who serve as senior rating officials on the officer evaluation reports (OERs) of Army officers.

CATEGORIES OF RECORDS IN THE SYSTEM:

Officer Master File (OMF) contains name, social security number (SSN), grade and date of rank, appointment and service agreement, service data and date, promotion, assignment, qualifications, specialties, efficiency, education and training, occupation, language, career pattern, awards and badges, physical location, separation, retirement, date and place of birth, race, religion, ethnic group, dependents, sex, citizenship, marital status, and mailing address.

Officer Accession Suspense Information System (OASIS) contains selected information from the OMF, date of entry on active duty, temporary duty data, and permanent change of station data.

Officer Evaluation Reporting System (OERS) contains selected information from the OMF; selection board status; OER suspense indicator for action being taken to obtain missing or erroneous OER; selected information for each of the last ten OERs; and the name, SSN, and rating history of each individual, military and civilian, who has served as the senior rating official for an active duty Army officer.

Assignments and Training Selection for ROTC graduates contains selected information from the OMF, the cadet's preference statement for specialty (branch), duty and initial training; Reserve Forces duty or delay selection, Regular Army selection, and branch selection.

Officer Personnel Utilization System (OPUS) contains selected information from the OMF, projected assignment information for accessions and officers or warrant officers who are being reassigned.

Reserve Officer Training Corps (ROTC) Instructor File contains selected information from the OMF and the following information pertaining to ROTC instructors; ROTC detachment, duty station, date assigned to ROTC detachment, date projected to be reassigned.

Officer Fully Funded Civil School File contains selected information from the OMF and the following information concerning officer and warrant officer personnel participating or who have participated in the Army sponsored degree completion program; school attended, start and completion dates, degree level and discipline, and Army Education Requirements Board (AERB) positions.

Officer Partially Funded Civil School File contains the same type information maintained in the Fully Funded Civil School File for officer and warrant officer personnel participating or who have participated in the Army partially sponsored degree completion program.

Army Education Requirements Board (AERB) File contains selected information from the OMF for officer and warrant officer personnel who are serving or are projected to serve in an AERB approved position requiring graduate level education.

Distribution Management File contains selected information from the OMF and summary manner of performance data for MILPERCEN managed officers.

USMA Potential Instructor File contains selected information from the OMF and the following information pertaining to previous, current, and potential instructors for the United States Miliary Academy (USMA) teaching staff: academic department and

projected availability for USMA instructor duty.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., 301; 10 U.S.C., 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

By the Department of the Army: For personnel management, strength accounting, manpower management, accessioning and determining basic entry specialty (branch) and initial duty assignments; tracking OER; monitoring actions to obtain missing, late, or erroneous OER; tracking the rating history of senior rating officials; posting of the senior rating official's rating history on individual OER; producing reports on active duty officers who have served as senior rating officials, for inclusion in their Official Military Personnel File; managing instructor population at ROTC detachments and USMA; tracking information relating to the Army Degree Completion Civil School Program; transmitting necessary assignment instructions.

By the Department of Defense: For interdepartmental actions and personnel management.

By Social Security Administration: To verify SSNs.

By General Services Administration: To publish US Army Registers as authorized by 10 U.S.C., 122.

By the Smithsonian Institution (The National Museum of American History): Copy of the US Army Active Duty Register, for historical research purposes (not authorized for public display).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tapes and disks.

RETRIEVABILITY:

By SSN, name, or other individual identifying characteristics.

SAFEGUARDS:

Physical security devices, guards, computer hardware and software safeguard features, and personnel clearances. Magnetic tape is maintained in an area accessible only to authorized personnel. Automated media protected by authorized password for system, controlled access to operator rooms, and controlled output distribution.

RETENTION AND DISPOSAL:

Records are retained on the active OMF files for 4 months after separation. Historical OMF records are retained dating back to FY 1970. Accessions in OASIS are retained on active file until effective date of accession and are then placed on a history file for a period of 6 months. Records in the ROTC Graduate Assignment and Training Selection File are retained for approximately 400 days after the file is created (approximately December each year). Historic files for the OER system will be kept for the life of the system. All other records are retained for active duty only until the individual is released from active duty and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from United States Army Military Personnel Center (DAPC-MSO-S), 200 Stovall Street; Alexandria, VA 22332; Telephone: (202) 325-9305.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to US Army Military Personnel Center (DAPC-MSO-S), 200 Stovall Street, Alexandria, VA 22332. Written requests should contain the individual's full name, social security number, whether awaiting active duty, active, retired, or separated; return address; and must identify the specific category of record involved. Blanket requests against this consolidated system will not be accepted. If separated, individual must state date of separation; if awaiting active duty, specify the date thereof. Visits are limited to US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA. Individual must provide acceptable identification, and give verbal information that could be verified with his/her record.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Information is obtained in document and computer readable form from other DA Staff and commands, other Federal agencies and departments, and individuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0708.02dDAPC

SYSTEM NAME:

Enlisted Personnel Management Information System (EPMIS)

SYSTEM LOCATION:

US Army Military Personnel Center (MILPERCEN), 200 Stovall Street, Alexandria, VA 22332. (The Enlisted Evaluation System is maintained at US Army Enlisted Records Evaluation Center, Ft Benjamin Harrison, IN 46249.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army enlisted personnel on active duty; non-prior service and prior service personnel who either have, or indicate a desire to enlist in the US Army, US Army National Guard, or US Army Reserves; initial active duty training personnel undergoing basic training or advanced individual training; former military personnel who are applicants for enlistment in grades E1 to E9.

CATEGORIES OF RECORDS IN THE SYSTEM:

Enlisted Master File (EMF) contains name, Social Security Number (SSN), sex, race, citizenship, religion, marital status, dependents, date and place of birth, residence, assignments, physical profile, ethnic group, grade/date of rank, enlistment and service promotion qualifications, Military Occupational Skill code, education and training, aptitude, separation, retirement, and mailing address.

Recruit Quota System (REQUEST) contains selected information from EMF and soldier's educational level achieved and school subjects, driver's license, color perception, aptitude battery scores, audio perception score, defense language aptitude battery score, motor vehicle battery test score; type of enlistment and date, term, and option; initial processing and training assignments, types, locations, and dates; unit of assignment identification, system identification of location that created accession record, recruiter identification and recruiting area credit code.

Enlisted Training Base contains selected information from EMF and the soldier's enlistment and service, assignment, enlistment commitments by MOS and type, college subjects, civilian acquired skills, advanced or basic individual training start and graduation date, location and MOS, follow-on MOS, location training recommended versus preferred, aptitude area scores and categories.

Enlisted Year Group Management File (RETAIN) contains selected information from the EMF and control number, reclassification/enlistment action, type

of enlistment, basic active service data, estimated termination of service, reenlistment date, civilian education, career management field, primary military occupational speciality code and date of award, source of new Primary Occupational Specialty Code, personnel charged to school code, status of application, assignment code, date of last status change, current location, year group, security investigation status and term reenlisted.

Enlisted Linguist Data Base contains selected information from the EMF and foreign language code, listening and reading proficiency, ratings and scores, dates of evaluation test or interview, how each language capability was acquired, with the principal type, highest level and date of recency for each foreign language in which proficient.

Enlisted Evaluation System contains selected information from the EMF and the soldiers' primary and career progression military occupational specialties, skill qualification test data, enlisted evaluation scores used to create the Enlisted Evaluation Report Weighted Average and other enlisted evaluation report data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

By the Department of the Army: for personnel management, strength accounting and manpower management. Within the Department of Defense, information is used for interdepartmental actions and personnel management.

By Social Security Administration: to verify SSN's.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tapes and disks; hard copy computer printouts.

RETRIEVABILITY:

SSN, name, or other individually identifying characteristics.

SAFEGUARDS:

Information is protected by physical security devices, guards, computer hardware and software safeguard features, personnel clearances and passwords.

RETENTION AND DISPOSAL:

Records are retained 5 years after separation except enlisted linguist data base records which are retained 6 months after separation.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332, except that information regarding the Enlistment Evaluation System should be obtained from the Commander, US Army Enlisted Records Evaluation Center, Ft Benjamin Harrison, IN 46249; (317) 542-3282.

RECORD ACCESS PROCEDURES:

Written requests for information should contain the name of the individual, SSN, whether awaiting active duty, active, or separated, return address, and must identify the specific category of records involved. Blanket requests against this consolidated system will not be accepted. Visits are limited to US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA, except that information from the Enlisted Evaluation System should be obtained from either the servicing military personnel office, the headquarters of the individual's organizational station, or US Army Enlisted Records Evaluation Center. For personal visits, the individual must be able to provide acceptable identification and give verbal information that can be verified with his/her record.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, from documents and computer readable output, other DA Staff agencies and commands, other Federal agencies and departments.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0708.03aDAPE

SYSTEM NAME:

Special Review Board (SRB) Appeal Case Summary File

SYSTEM LOCATION:

Office of the Deputy Chief of Staff for Personnel, Special Review Board (DAPE-MPD-CD), Washington, DC 20310.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army officer personnel who have submitted substantive, as opposed to administrative, appeal of Officer Evaluation Reports.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains identification data on individual, date of appeal, dates of contested period, names of voting Special Review Board (SRB) members, names of any persons contacted directly by Board, summary of evidence considered, discussion, recommendation, conclusions, final determination of the appeal, and disposition.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Record of cases considered, adjudications, determinations, and dispositions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Records are permanent for historical purposes.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army (HQDA), (DAPE-MPD), The Pentagon, Washington DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from: HQDA (DAPE-MPD-CD), Room 2C-749, The Pentagon, Washington, DC 20310, Telephone: Area Code 202/697-7619.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: HQDA (DAPE-MPD-CD), Room 2C-749, The Pentagon, Washington, D.C. 20310.

Written requests for information should contain the full name of the individual, current address and

telephone number. Visits are limited to Professional Development Division, Military Personnel Management Directorate (DAPE-MPD-CD), The Pentagon, Washington, DC 20310

For personal visits, the individual should be able to provide acceptable identification such as military identification card.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from HQDA (DAPE-MPD-CD), Washington, DC 20310.

RECORD SOURCE CATEGORIES:

File containing name, rank, social security number (SSN), date, dates of contested period, voting SRB members, personnel contacted, summary of evidence considered, discussion, recommendation, conclusion and final determination.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0708.05DAAG

SYSTEM NAME:

708.05 Emergency Data Files

SYSTEM LOCATION:

Primary System: Casualty Services Office, Casualty Directorate, The Adjutant General Center, Department of the Army (DA).

Decentralized Segments: Military Personnel Records Jacket (MPRJ), maintained at Army personnel offices world-wide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel on active duty.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains DA Form 41, Record of Emergency Data (1 Apr 74 or 1 Jul 70 edition). Document reflects the service member's name; social security number (SSN); wife and children's names and current address; persons to be and not to be notified in the event of death or injury; information on wills, insurance, and other such information; and designation of beneficiaries for certain benefits.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Casualty Services Office: When properly completed, it is an official and legal document that governs the disposition of pay and allowances of a member who is missing, is captured, or becomes a casualty. It is also used to determine the person(s) to receive death gratuity payments and beneficiary(ies) to receive other benefits. The form provides the names and addresses of the person(s) to be notified in case of emergency or death.

MPRJ: Copy serves the same purposes as stated above in the event the record copy can not be located.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Original (machine processed card) in vertical file.

Paper copy in MPRJ.

RETRIEVABILITY:

Card is filed numerically using SSN. File is sorted initially by last digit of the SSN, then in numerical sequence. Paper copy located at unit level is fastened on the left side of the MPRJ.

SAFEGUARDS:

Building employs security guards. Office is in operation 24 hours a day, 7 days a week. Records are accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Form is retained in the DA active file until individual's separation from the Army, then destroyed. Copy in personnel folder remains with file when records are retired. If individual dies, the form is placed in the casualty case file. Casualty case files are retired upon completion to National Personnel Records Center (Military), St Louis, MO 63122.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, DA (HQDA), The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQDA (DAAG-CAC)
Room 7G083
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-6607

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: HQDA (DAAG-CAC), Room 7G083, Forrestal Building, Washington, DC 20314.

Written requests for information should contain the full name of the individual, current address, telephone number, SSN, and grade. Visits are limited to Casualty Directorate, The Adjutant General Center, Forrestal Building, Washington, DC 20314.

For personal visits, the individual must be able to provide acceptable identification, i.e., military identification card or driver's license and social security card.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Data are furnished by service member at initial date of entry and during active duty.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0708.06aDAPC

SYSTEM NAME:

708.06 Project Managers Development Program (PMDP).

SYSTEM LOCATION:

Department of the Army, United States (US) Army Military Personnel Center (USAMILPERCEN),(DAPC-OP).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Commissioned officers.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name, social security number (SSN), pay grade, PMDP Selection Board Officer Record Brief, letters to and from individual, and determination; correspondence originating with program members and USAMILPERCEN; other forms/papers/documents relating to the program.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301; Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Department of the Army: To monitor the professional development of PMDP members.

Other Department of Defense elements: As required for program separations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Access is alphabetical by name.

SAFEGUARDS:

Physical security devices, guards, and personnel clearances for individuals working with the system.

RETENTION AND DISPOSAL:

Records are retained for duration of individual's membership in the program.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, USAMILPERCEN, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from: Headquarters, Department of the Army, (HQDA), USAMILPERCEN, (DAPC-OPP-S), 200 Stovall Street, Alexandria, VA 22332.

RECORD ACCESS PROCEDURES:

Written requests for information should include full name of the requester, SSN, grade and appropriate return address.

Personal visits may be made to USAMILPERCEN; individual should be able to provide military service identification or other means of identification normally acceptable in the transaction of business.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determination may be obtained from: USAMILPERCEN (DAPC-OPP-S), 200 Stovall Street, Alexandria, VA 22332.

RECORD SOURCE CATEGORIES:

Information is obtained from documented personnel records, other Department of Army organizations, and program member.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0708.07DAPE

SYSTEM NAME:

Unfavorable Information Files

SYSTEM LOCATION:

Primary: Department of the Army Suitability Evaluation Board, Office of the Deputy Chief of Staff for Personnel, The Pentagon, Washington, DC 20310.

Secondary: Suitability Evaluation Board at Major Commands; addresses appear in the appendix to the Army's inventory of system notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army personnel (active, reserve, National Guard) on whom unfavorable information has been discovered, considered, referred to individual, and disposed of, to include appeals and petitions for removal or transfer of such information from the individual's performance record.

CATEGORIES OF RECORDS IN THE SYSTEM:

Summary of unfavorable information, copy of letter of notification to individual, individual's response or appeal, summary of consideration of response or appeal, disposition determination, and voting record of Board members.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

By the Suitability Evaluation Board to record Board action and to provide pattern of subsequent unfavorable information. Information filed in the performance portion of the OMPF is also used by DA promotion/selection boards when the individual has been afforded due process.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel having official need for the information. Buildings are secured at all times.

RETENTION AND DISPOSAL:

Records are retained by the Suitability Evaluation Board for 20 years, following which they are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel (ATTN: DAPE-MPD), Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information exists on them may inquire of the System Manager. Inquirer should furnish his/her full name, Social Security Account Number, sufficient details concerning time and place of event to insure location of the records, and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access should provide information in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Suitability Evaluation Board case summary of unfavorable information; letter of notification/request for comment to the individual; individual's response to the Board; individual appeals or petitions to the Board; summary of consideration of response on appeal/petition; final determination case summary by the Board.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0708.08aDAPC

SYSTEM NAME:

708.08 Career Management Individual Files

SYSTEM LOCATION:

Primary System: United States Army Military Personnel Center (MILPERCEN).

Decentralized Segments: The Surgeon General's Office (TSGO), the Judge Advocate General's Office (TJAGO), Office of Chief of Chaplains, and United States Army Intelligence and Security Command (INSCOM).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty members of the US Army in enlisted grades of El through E9, all warrant officers and commissioned officers.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains orders; record briefs; statements of preference; school credit papers; transcripts; details; career personnel actions; memorandum for record of telephone calls; personal correspondence originated by individual concerned; original copy of efficiency report; appeal actions; assignment memoranda and requests for orders; memoranda of professional development actions; promotion orders; classification data; papers relating to service awards; letters and other forms of written communications relating to military career matters; service agreements; variable incentive pay data; memoranda of interviews; copies of applications for assignment

consideration; resumes of qualifications, personal background, and service experience supporting service member's desires, or nominative action by career managers; academic reports; copies of admonitions/ reprimands imposed under Article 15 Uniform Code of Military Justice (Title 10 U.S.C., Section 815); letters of appreciation/ commendation/recommendation; and correspondence among (1) MILPERCEN, (2) individual service member, (3) Army Staff offices and Army organizations (4) other Federal, State, and local government elements, and (5) accredited educational and training organizations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301; Title 10 U.S.C.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

MILPERCEN, TSGO, TJAGO, Office of Chief of Chaplains, INSCOM: To accomplish military service career management including assignment, professional development, service training and education, and other related military actions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; card files.

RETRIEVABILITY:

Record accessed by name.

SAFEGUARDS:

Records maintained in areas accessible only to authorized career management activity personnel.

RETENTION AND DISPOSAL:

Records range from transitory to permanent depending on the continuing value to the service member or the Army. Records determined to be permanent are merged with the Official Military Personnel File (when not duplicated) upon separation of the service member from active duty by reason of discharge, transfer, retirement, or death.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Information in regard to other than professional officers may be obtained from:

Headquarters, Department of the Army (DAPC-MSO)
Hoffman Bldg II
200 Stovall Street
Alexandria, VA 22332.

Information in regard to medical department officers:
The Surgeon General's Office
1900 Half Street, SW, Room 6126
Washington, DC 20324

Information in regard to Chaplains:
Office of the Chief of Chaplains
The Pentagon, Room 1E417
Washington, DC 20310

Information in regard to The Judge Advocate General Corps officers:
The Judge Advocate General's Office
The Pentagon, Room 1E444
Washington, DC 20310.

Information in regard to United States Army Intelligence and Security Command enlisted personnel:
Headquarters, United States Army Intelligence and Security Command
Ft George G. Meade, MD 20755.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Headquarters, Department of the Army (DAPC-MSO), Hoffman Bldg II, 200 Stovall Street, Alexandria, VA 22332.

Written requests for information should contain the full name of the requester, service identification number, current or former military status, and appropriate return address.

Personal visits may be made to the United States Army Military Personnel Center; individual should be able to provide his/her military service identification card; Department of Defense Form 2A for active duty persons; or other commonly acceptable means of identification used in normal transaction of business.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from Headquarters Department of the Army (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

RECORD SOURCE CATEGORIES:

Enlistment, appointment, or commission related forms pertaining to the service member having a current active duty military status; academic, training, and qualification records acquired incident to military service; correspondence, forms, documents and other related papers originating in or collected by the military department for management purposes.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0708.08bUSAREC

SYSTEM NAME:

708.08 Rapid Electric Ad Coupon Transmission (REACT)

SYSTEM LOCATION:

Philadelphia, PA. Maintained by Worldwide Direct Marketing, Inc., an Army subcontractor through N.W. Ayer ABA International of New York, NY.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

The file contains data on individuals who have specifically inquired for information on Army enlistment and, conversely, individuals who have specifically asked not to be included in Army promotional mailings.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records include name and address (including zip code) of individuals who have requested enlistment information. If the individual volunteered additional information, the following is also included: age, telephone number, social security number, years of education, and the individual's source of request coupon. Each record also contains a unique identification (ID) number generated from the date of initial processing and its sequence in receipt. Finally, each record is ultimately annotated with the final disposition of recruiter action on the individual as an enlistment lead.

Records include name and address of individuals who have asked to be excluded from Army promotional mailings.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Property and Administrative Services Act of 1949 (64 Stat. 578), as amended by Act of 22 Oct 1968 (82 Stat. 1238; Title 44 U.S.C. 3101-03).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To prepare a solicitation letter to the prospect providing requested information and referral to the local recruiter.

To notify the field recruiter and his supervisor of the inquiry.

To follow-up the lead with a second letter to the individual if requested by the local recruiter.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained on computer magnetic tape.

RETRIEVABILITY:

Individual records are retrieved by ID number for adding information provided by the individual through the local recruiter. Records are retrieved by a date signal when a second letter to the individual has been requested by the recruiter.

SAFEGUARDS:

Subcontractor is under contract stipulating proprietary use of the file by Army or Army-authorized agents.

RETENTION AND DISPOSAL:

Once created, records are retained permanently.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Advertising & Sales Promotion (USARCASP), Headquarters, United States Army Recruiting Command (USAREC), ATTN: USARCASP-D, Ft Sheridan, IL 60037.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Director, Advertising & Sales
Promotion, ATTN: USARCASP-D
USAREC
Ft Sheridan, IL 60037
Telephone: Area Code 312/926/2547
Name and address (including zip code) are needed.
Requesters may visit SYSMANAGER office.
Full name, address, driver's license required as identification.

RECORD ACCESS PROCEDURES:

Individuals may contact SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations by individuals concerned may be obtained from SYSMANAGER.

RECORD SOURCE CATEGORIES:

Sources are either coupon or letter requests for information from individuals or letters requesting exclusion from future Army promotional mailings.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0708.13cDAPC

SYSTEM NAME:

708.13 Foreign Area Officer (FAO) Training

SYSTEM LOCATION:

Department of the Army (DA), United States (US) Army Military Personnel Center (USAMILPERCEN), (DAPC-OP).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Commissioned officers.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name, social security number(SSN), sex, race, citizenship, religion, marital status, dependents, date of birth, residence, physical profile, ethnic group, grade and date of rank of appointment and service agreement, service data and dates, promotion, assignment, qualifications, skill, education and training, specialty, aptitude, occupation, language, career pattern, awards and badges, mailing address, letters to and from individual, memoranda of telephone conversations with member, correspondence originating with FAO members and USAMILPERCEN; application for training, preferences, DA Form 873 (Certificate of Clearance and/or Security Determination); other forms/papers/documents relating to the FAO training.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301; Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

DA: Records are used for personnel manage- ment, strength accounting, and manpower management; and for monitoring the training and professional development of FAO specialty members.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Access is alphabetically by name.

SAFEGUARDS:

Physical security devices, guards, and personnel clearances for individuals working with the system.

RETENTION AND DISPOSAL:

Records are retained for duration of member's training; then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, USAMILPERCEN, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from: Headquarters, Department of the Army, (DAPC-OPP-S), 200 Stovall Street, Alexandria, VA 22332.

RECORD ACCESS PROCEDURES:

Written requests for information should include full name of requester, SSN, grade and appropriate return address.

Personal visits may be made (by appointment) to the USAMILPERCEN; individual should be able to provide military service identification or other means of identification normally acceptable in the transaction of business.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from USAMILPERCEN (DAPC-OPP-S), 200 Stovall Street, Alexandria, VA 22332.

RECORD SOURCE CATEGORIES:

Information is obtained from service member, various related correspondence, preferences for training, DA Form 873, and docu- ments originating in or collected by the military department for training specialty purposes.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0708.13DAIG

SYSTEM NAME:

Inspector General Personnel System (IGPERS)

SYSTEM LOCATION:

U.S. Army Inspector General Agency (USAIGA), The Pentagon, Washington, DC 20310

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Personnel assigned and/or detailed to Inspector General offices/positions in Department of the Army and certain Department of Defense and Joint activities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, rank/grade, Social Security Account Number, education, duty position, organization of assignment, date assigned, estimated departure date, job specialty, and relevant career data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

By the Department of the Army for strength accounting and management of IG assignments.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Cards, computer disk, tapes, and printouts of alphabetical and unit rosters.

RETRIEVABILITY:

By name or SSN.

SAFEGUARDS:

Physical security devices, limited access via building guard and personnel clearances restrict access to authorized personnel having need for the information in their offical duties. Access to and update of information in the system are protected through a double password system (terminal control and designation of individuals). Password changes are made at specified intervals.

RETENTION AND DISPOSAL:

Information on cards and printouts is created upon individual's detail to Inspector General and is retained until individual transfers or is separated; information in automated media is retained for 4 years after individual's detail to IG has been terminated to provide relevant historical data.

SYSTEM MANAGER(S) AND ADDRESS:

The Inspector General, Headquarters, Department of the Army, Room 1E-740, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not this system contains information on them should inquire of The Inspector General, Headquarters, Department of the Army (DAIG-ZXM), Room 1E-740, The Pentagon, Washington, DC 20310; telephone: (202) 695-4580.

RECORD ACCESS PROCEDURES:

Written requests should be addressed as indicated in 'Notification procedures' and include the individual's full name, Social Security Account Number, current address and telephone number, and signature. For personal visits, individual should be able to provide acceptable identification such as military, employer, or other individually identifying data such as a valid driver's license.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; reports, letters, assignment and detail orders from Inspector General offices; Army Register; US Army Military Personnel Center.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0708.16aUSREDCOM

SYSTEM NAME:

708.16 Military Personnel Data File, USREDCOM

SYSTEM LOCATION:

Primary System-Computer Operations Section, Command Control Support Division, Directorate of Operations, J3, Building 501, United States Readiness Command (USREDCOM), MacDill Air Force Base (AFB), FL 33608.

Computer Products-Military Personnel Division, J1, Room 160, Building 501, USREDCOM, MacDill AFB, FL 33608.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Army, Navy, Marine Corps, and Air Force personnel assigned for duty with USREDCOM, MacDill AFB, FL 33608.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains following information on all military personnel assigned for duty with USREDCOM: (1) social security number (SSN), (2) name, (3) rank, (4) pay grade, (5) date of rank, (6) branch of service, (7) Army officer branch, (8) basic active service date, (9) basic pay entry date, (10) date of birth, (11) passport expiration date, (12) organization and division, (13) Joint Table of Distribution paragraph and line number, (14) alert status - joint task force, (15) immunization dates, (16) weapon qualification, (17) primary military specialty/Air Force specialty code (MOS/AFSC), (18) marital status, (19) secondary MOS/AFSC, (20) duty MOS/AFSC, (21) officer evaluation report/enlisted efficiency report (OER/EER) date, (22) date assigned to supervisor, (23) reserve/regular officer, (24) duty telephone number, (25) building and room number, (26) home address, (27) nearest town, (28) home telephone number, (29) spouse's name, (30) date arrived USREDCOM, (31) projected loss date, (32) expiration term of service, (33) foreign service availability code, (34) human personal reliability screening date, (35) language proficiency, (36) enlisted evaluation report weighted average, (37) primary MOS evaluated, (38) primary evaluation date, (39) primary score, (40) secondary MOS evaluated, (41) secondary evaluation date, (42) secondary score, (43) name of OER rater, (44) duty title, (45) permanent grade, officers, (46) permanent date of rank, (47) rated category, (48) highest professional military education, (49) civilian education, (50) source of commission, (51) mandatory retirement date, officers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purpose of system is to maintain a consolidated joint personnel file pertaining to Army, Navy, Marine Corps, and Air Force personnel. Although each service has its own personnel reocrds system, USREDCOM requires a consolidated system of basic personnel data that would allow the production of Command Manning Rosters, Immunization Rosters, Joint Task Force Deployment Rosters, and retrievability of individual personnel data as needed in the Joint Military Personnel Division.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The entire personnel system is an on-line disk resident application with back-up maintained on magnetic tape.

RETRIEVABILITY:

Standard reports and ad hoc retrievals are generated via remote terminals using a data management system. Additionally, updates and record brousing may be accomplished in the interactive mode through keying by SSN.

SAFEGUARDS:

All personnel qualified to add, change, or delete records of this file must be cleared for TOP SECRET as the computer equipment used to maintain this file is physically located within a TOP SECRET access area. The overall classification of the personnel file is 'FOR OFFICIAL USE ONLY,' but all operators have individual 'Pass Words'

which are required for access to the computer file. All output products have the following statement printed at the beginning of each page: 'This roster contains Privacy Act information and will not be released unless request meets the requirements of para 3-2, AR 340-21'.

RETENTION AND DISPOSAL:

All personnel data collected from military records for local use of this command are deleted from the data file upon the departure of the individual from USREDCOM. No history is maintained on departing individuals under this system.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Military Personnel Division, Directorate of Personnel, J1, USREDCOM, MacDill AFB, FL 33608.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Directorate of Personnel, J1
ATTN: RCJ1-MP
Room 160, Building 501
USREDCOM
MacDill AFB, FL 33608
Telephone: Area Code 813/830-4106

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to : Chief, Military Personnel Division, ATTN: RCJ1-MP, USREDCOM, MacDill AFB, FL 33608.

Written requests for information should contain the full name of the individual, SSN, current address, and telephone number.

Visits are permitted at the Directorate of Personnel, J1, Room 168, and at the Military Personnel Division, Room 160, Building 501, MacDill AFB, FL 33608, where computer products are maintained.

For personal visits, the individual should be able to provide some acceptable identification; e.g., military identification card, driver's license, or some other acceptable identification card, and give some verbal information which can be verified from his/her file.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records, contesting contents, and appealing initial determinations are contained in 32 CFR Part 505 (Army Regulation 340-21).

RECORD SOURCE CATEGORIES:

Fields of data recorded in this system were taken from official military personnel records of the individual upon his/her reporting to USREDCOM for duty.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0708.17bDASG

SYSTEM NAME:

708.17 Contract Surgeon Personnel Files

SYSTEM LOCATION:

Primary System: Management Office, Medical Centers and hospitals where contract surgeons are employed.

Decentralized Segments: Office of The Surgeon General (OTSG), Department of the Army (DA).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any civilian physician with an executed contract, employed as a contract surgeon.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's justification for employment; executed contract; correspondence between medical centers and hospitals and applicant; and selected documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 4022, Contract Surgeons; Title 37 U.S.C., Section 201, Basic Pay; Title 37, U.S.C., Section 421, Contract Surgeons

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Medical Center or Hospital Management Office: To determine need, accessibility, and qualification of private physician for employment as contract surgeon; to coordinate and request DA approval for employment as contract surgeon; to execute contract with private physician as contract surgeon.

OTSG, DA: To control, review, and approve need and qualifications of contract surgeon.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of contract surgeon.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Records are destroyed after 2 years or on discontinuance, whichever occurs last.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, DA.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Headquarters, Department of the Army (HQDA), (DASG-HCC)
Washington, DC 20310
Telephone: Area Code 202/697-8394

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, Medical center or hospital where employed; or HQDA (DASG-HCC), Room 2D528, The Pentagon, Washington, DC 20310.

Written requests for information should contain the full name of the individual, current address and telephone number. Visits are limited to Management Office, Medical Center or hospital where employed; and Professional Services Division (DASG-HCC), The Pentagon, Washington, DC 20310.

For personal visits, the individual should be able to provide sufficient identification, including verbal information that can be verified from his/her file.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Related papers and forms from individual physician.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0708.18aDAAG

SYSTEM NAME:

708.18 Line of Duty Investigations

SYSTEM LOCATION:

Personnel Actions Branch, all Army Installations. Official mailing addresses are in the Department of Defense (DOD) directory in the Appendix.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

A service member who has been injured.

CATEGORIES OF RECORDS IN THE SYSTEM:

Department of the Army (DA) Form 2173 (Statement of Medical Examination

and Duty Status); DD Form 261 (Report of Investigation-Line of Duty and Misconduct Status); and supporting documents such as military police reports, accident reports, witness statements, and appointment instruments.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Sections 972, 1204, 1207, 3722; and Title 37 U.S.C., Section 802.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information collected will be used within DA for making a line of duty determination.

Information may be used as a basis for denying certain active military benefits and pay and allowances.

May be provided to Veterans Administration or other government agencies, to include state agencies, for a determination of the service member's entitlements to benefits.

May be used as a basis for determining facts and circumstances concerning service member's injuries in correspondence to members of the United States House of Representatives and Senate.

Will be provided to the service member or next-of-kin in cases of deceased or mentally incompetent personnel.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of service member.

SAFEGUARDS:

Records are maintained in metal file cabinets accessible only to authorized personnel who are instructed in the permissible use of the information.

RETENTION AND DISPOSAL:

Original: Permanently maintained as a part of service member's Official Military Personnel File (OMPF). For active duty personnel: Enlisted personnel file is maintained at Enlisted Records Center (AGPE), Ft Benjamin Harrison, IN 46249; Officer personnel file is maintained at Headquarters, Department of the Army (HQDA), Military Personnel Center, Hoffman Building II, Alexandria, VA 22332. For United States (US) Army Reserve Personnel: US Army Reserve Components Personnel and Administration Center (USARCPAC), 9700 Page Boulevard, St Louis, MO 63132. Upon separation of service member (officer and enlisted), file is transferred to the National Personnel Records Center (NPRC) (Military), 9700 Page Boulevard, St Louis, MO 63132. Copies filed in offices of investigating officer, unit commander, appointing authority, and final reviewing authority are destroyed after 5 years.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, HQDA, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from: Commander, US Army Enlisted Records Center, Ft Benjamin Harrison, IN 46249 (for enlisted personnel on active duty); HQDA, ATTN: DAPC-PAR-R, 200 Stovall Street, Alexandria, VA 22332 (for officers on active duty); Commander, USARCPAC, 9700 Page Boulevard, St Louis MO 63132 (for US Army Reserve personnel); NRPC (military), 9700 Page Boulevard, St Louis, MO 63132 (for separated personnel, both enlisted and officer).

Individual must provide name and social security number (SSN) to determine if a record is maintained on him/her. Individual must present positive proof of identification if requesting a personal visit.

RECORD ACCESS PROCEDURES:

Requests should be addressed as appropriate to: Commander, US Army Enlisted Records Center (AGPD), Ft Benjamin Harrison, IN 46249; HQDA (DAPC-PAR-R),Alexandria, VA 22332; Commander, USARCPAC (AGUZ-SAD), St Louis, MO 63132; NPRC (Military), 9700 Page Boulevard, St Louis, MO 63132.

Written requests for information should contain the full name of the service member, SSN, and Army service number if known.

For personal visits, individual should be able to provide information which can be verified with the OMPF, and a valid identification card.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Medical Records

DA Form 2173

Commander in Continental United States Army or overseas Army installation assigned responsibility for the geographic area in which an injury occurs.

Personnel Records Jacket.

Official Military Personnel File.

Witness statements.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0708.19aOSA

SYSTEM NAME:

708.19 Correction Case Folders

SYSTEM LOCATION:

Department of the Army Military Review Boards Agency, Army Board for the Correction of Military Records (ABCMR).

Decentralized segments in United States (US) Army Military Personnel Center, and in individual Official Military Personnel File of the service member.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any member or former member of the US Army who has applied for the correction of his/her military records.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records consist of file cards with basic case information and case files containing Board proceedings and related correspondence, hearing transcripts, and action taken by the Board.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 1552.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

ABCMR: To review applicants' military records to issue rulings on merits of applicants' requests for correction of records; to answer inquiries from applicants, counsel, and Members of Congress for reasons of Board's denial of application or status/disposition of applications.

Litigation Division of Judge Advocate General's Office: To assemble information for transmittal to Department of Justice.

Department of Justice: To gather information sufficient to defend cases in court.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and card files.

RETRIEVABILITY:

Filed alphabetically by last name of applicant.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

File cards are retained permanently.

Case files are permanent. They are retained in active file at least 6 months after the case is closed, held until the end of that calendar year, and subsequently retired to the Washington National Records Center.

SYSTEM MANAGER(S) AND ADDRESS:

Special Assistant to the Under Secretary of the Army, DA Military Review Boards Agency, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Office, Secretary of the Army
ABCMR
Room 1E512
The Pentagon
Washington, DC 20310
Telephone: Area Code 202/697-4254

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Office, Secretary of the Army, ABCMR, Room 1E512, The Pentagon, Washington, DC 20310.

Written requests for information should contain the full name of the individual, current address and telephone number, social security number and Army Service Number if applicable. Visits are limited to the ABCMR The Pentagon, Washington, DC 20310.

For personal visits, the individual should be able to provide acceptable identification such as driver's license, employing office's identification card, including verbal information that can be verified with his case folder.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

All official Army records, Veterans Administration records and Police and Law Enforcement Agency records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0708.20DAAG

SYSTEM NAME:

708.20 Philippine Army Files

SYSTEM LOCATION:

Philippine Army Branch, Special Actions Division, United States (US) Army Reserve Components Personnel and Administration Center (USARCPAC), 9700 Page Boulevard, St Louis, MO 63132.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

US Armed Forces Far East (USAFFE): Applies to those members of the Philippine Commonwealth Army who were inducted for service with USAFFE under the Military Order of the President of the United States dated 26 July 1941.

USAFFE Guerrillas: Applies to Filippinos who served in Guerrilla units officially recognized and listed in the Recognized Philippine Guerrilla Rosters.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual military personnel file contains enlistment papers, orders inducting individual into USAFFE service, soldier's qualification card, unit orders of assignment, efficiency rating sheets, pay vouchers or receipts, affidavits and certificates, service records, determination of status under the Missing Persons Act.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pub. L. 490-77, 7 May 1942.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Veterans Administration (VA): To certify or verify service with USAFFE or recognized guerrilla units; provide any available medical records or other documents in order to assist in determining benefits.

Department of Justice: To certify or verify service regarding applications for citizenship.

Department of Health, Education and Welfare: To verify type of service which is used to assist in determining eligibility for benefits.

Department of the Army (DA) Staff agencies and commands: To provide information regarding the individuals status, service, and awards in response to requests from the Philippine Goverment to include Embassy and military attaches; to review policies and procedures.

Department of State: To provide statement of service or verification of type of service performed.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Individual military personnel file; paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by name; identified by name, service number, VA claim number, units assigned to during period of service in question, names of parents, birth date and place, name of spouse and children if applicable. Due to similarity of names complete file must be screened to determine correct individual.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel. Building is secured through 24 hour guard service. Entry to building is by authorized badge only.

RETENTION AND DISPOSAL:

Records are permanent. Remain as active file and are not retired.

SYSTEM MANAGER(S) AND ADDRESS:

The Secretary of the Army, The Pentagon, Washington, DC 20310;

Commander, USARCPAC, St Louis, MO 63132.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander USARCPAC,
ATTN: AGUZ-SAD-PA
St Louis, MO 63132
Telephone: Area Code 314/268-7359

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, USARCPAC ATTN: AGUZ-SAD-PA, 9700 Page Boulevard, St Louis, MO 63132.

Written requests for information should contain the full name of the individual, service number, VA claim number if applicable, and name and/or number of the unit assigned to during the period of service.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Commander, USARCPAC.

RECORD SOURCE CATEGORIES:

Military record compiled during service of each individual who served with the Philippine Commonwealth Army and or/the US Armed Forces Far East prior to 7 December 1941 up to August 1945. Entire record file

transferred from the Philippines to the US Army in 1951. Nothing has been added to the files other than current copies of papers concerning the service in question.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0708.21aTRADOC

SYSTEM NAME:

708.21 TCATA Personnel Information System

SYSTEM LOCATION:

Office of the Deputy Chief of Staff, Personnel and Administration, Personnel Branch, Headquarters (HQ) TRADOC Combined Arms Test Activity (TCATA), ATCAT-SPT-AGA, Ft Hood, TX 76544.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Officers, warrant Officers, enlisted personnel, and Department of the Army civilians currently assigned or attached to HQ TCATA

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain automated records on individuals to include first and last name, middle initial, social security number; rank or grade and step; control specialty; date of rank; basic pay entry date; component; branch; date assigned to TCATA; flight status; Primary Military Occupational Specialty/ General Schedule Series; organization location by paragraph and line number; office phone; liaison office; marital status; spouse; home phone; present address; city code; legal residence; loss code and date; special qualifications; highest military schooling; latest evaluation date; source of commission; civilian education level and major; background experience; language code; additionally awarded military occupational specialties.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 44 U.S.C., Section 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide Commander, TCATA with the ability to effectively manage personnel resources by furnishing real time information pertaining to individuals' qualifications and status through use of the following rosters: alphabetical qualification, officers by branch, majors and higher, all personnel by grade and birthdate, military occupational specialty, military personnel by the city in which they live, slotting and departing personnel; organizational directory, and telephone directory of GS-7's and above. Data provides bases for reports generated on an 'as required' basis in response to specific management queries.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic disk.

RETRIEVABILITY:

SSN and name.

SAFEGUARDS:

Automated media protected by authorized password system for access terminals, controlled access to operation rooms, and restricted output distribution.

RETENTION AND DISPOSAL:

Records destroyed upon departure of person.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Personnel Branch, ATCAT-SPT-AGA, Headquarters TRADOC Combined Arms Test Activity, Ft Hood, TX 76544.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Information may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in AR 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Individual interviewed, Military Personnel Records, Employee Record Cards, TDY Orders and TDY Vouchers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0709.01aDAPE

SYSTEM NAME:

709.01 United States Military Academy Candidate Files

SYSTEM LOCATION:

Primary system: Office of the Director of Admissions and Registrar, MAAR-R, United States Military Academy (USMA).

Decentralized Segment: Instruction Support and Information System Division, Office of the Dean, USMA.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Potential and actual candidates of the USMA for the current and previous 2 years.

CATEGORIES OF RECORDS IN THE SYSTEM:

Candidate Activities Record (Department of Defense (DD) Form 1868); Prospective Candidate Questionnaire, DD Form 1908; Interview Sheets; Evaluation by Director of Intercollegiate Athletics; School Official's Evaluation, DD Form 1869; Employer's Evaluation of Candidate, USMA Form 5-518; Scholastic Aptitude Exam Scores; American College Testing Program Scores; Request for Secondary School Transcript, DD Form 1875; High School Transcript; College Transcript; Physical Aptitude Exam; Candidate Summary Sheets; Nomination Letter; Progress Report 5-413; Selection Letter; Naturalization Papers; Adoption Papers; Birth Certificate; Statement of Consent; OATH 5-50; Special Orders; all correspondence to, from and about candidate; Personal Data Record (DD Form 1867).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Sections 4331, 4332, 4334.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Director of Admissions and Registrar: to evaluate a candidate's academic, leadership, and physical aptitude potential for the USMA; to assist candidates in the completion of their file; to counsel candidates in their potential for USMA.

Office of the Dean: to evaluate an admitted candidate's academic potential

Office of the Director of Intercollegiate Athletics: to evaluate a candidate's intercollegiate athletic potential.

Director of Institutional Research: to assist the Director of Admissions in evaluating current admissions procedures and recommend changes in admissions procedures.

Members of Congress, Washington, DC: to aid them in the selection of candidates.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records are maintained in file folder. Selected items of information are on computer printouts and magnetic disks.

RETRIEVABILITY:

File folders are filed alphabetically by last name of candidate. Computer printouts are printed alphabetically by source of nomination, current status, and special categories.

SAFEGUARDS:

File folders and computer printouts stored in a room in which authorized representative is always present during working hours. After working hours the room is locked with restricted access to appropriate personnel. Records are accessible only to authorized personnel. Magnetic disks are protected by a user identification and password convention.

RETENTION AND DISPOSAL:

Admitted candidates: Records are transferred to the office of the Dean in August of each year. Other candidates: Records are maintained in the Admissions Office for 2 years and then transferred to Records Holding Area for 2 years after which they are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Admissions and Registrar, USMA.

NOTIFICATION PROCEDURE:

Information can be obtained from SYSMANAGER.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Transcripts from secondary and post secondary schools; faculty evaluations; employer evaluations; military supervisor evaluation; medical information from the Department of Defense Medical Review Board; interviews from Admissions Participants; American College Testing Program; Educational Testing Service; Director of Intercollegiate Athletics; Members of Congress.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

All portions of this system are exempt pursuant to 5 U.S.C. 552a(k)(5), (6), or (7). Publication of rules is set forth in 32 CFR Part 505.

A0709.03cDAPE

SYSTEM NAME:

709.03 Admissions and Registrar Mailback Card

SYSTEM LOCATION:

Primary system: Office of the Director of Admissions and Registrar, MAAR-C, United States Military Academy, (USMA) West Point, NY 10996.

Decentralized Segment: Instruction Support and Information System Division, Office of the Dean, USMA, West Point, NY 10996.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Potential candidates for the USMA and other individuals who have requested entrance information, to include the catalog.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name, address and social security number (SSN) of potential candidates, types of material dispatched to potential cadets, and the sequential number assigned to the request from the individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Sections 4331, 4332, 4334.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Director of Admissions and Registrar: to generate mailing labels, check for duplicate information requests, provide accumulative statistics on the progress of Admissions programs and provide inquiry data to the Admissions field force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Data are stored on magnetic disks and computer printouts.

RETRIEVABILITY:

Retrieved by name and/or SSN.

SAFEGUARDS:

Computer file magnetic disks are protected by a user identification and password convention.

RETENTION AND DISPOSAL:

Following candidate admission cycle, magnetic disk file records will be purged of all entries showing a high school graduation date equal to or less than the high school graduation date of the newly entering plebe class.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Admissions and Registrar, USMA, West Point, NY 10996.

NOTIFICATION PROCEDURE:

Information can be obtained from SYSMANAGER.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

All personal information is provided by the individual on mailback cards, letter, or telephone inquiry.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0709.03DAPE

SYSTEM NAME:

U.S. Military Academy Personnel Cadet Records

SYSTEM LOCATION:

U.S. Military Academy, West Point, NY 10996.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Present and former cadets of the U.S. Military Academy (USMA).

CATEGORIES OF RECORDS IN THE SYSTEM:

Application and evaluations of cadet for admission; letters of recommendation/endorsement; academic achievements, awards, honors, grades and transcripts; performance counseling; health, physical aptitude and abilities and athletic accomplishments, peer appraisals; supervisory assessments; suitability data, including honor code infractions and disposition.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Sections 3012 and 4334; Title 44 U.S.C., Section 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

These documents are created and maintained to record the cadet's appointment to the Academy, his/her scholastic and athletic achievements, performance, motivation, discipline, final standing, and potential as a military career officer. School transcripts may be provided other educational institutions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual records in file folders and on microfilm.

RETRIEVABILITY:

By surname or social security number (SSN).

SAFEGUARDS:

All records are limited to persons whose official duties require access. Manual records are maintained in secure file cabinets in a locked room.

RETENTION AND DISPOSAL:

Records are permanent; after 30 years, the cadet's personnel record is accessioned into the USMA Archives at West Point. Management reports are retained until no longer needed.

SYSTEM MANAGER(S) AND ADDRESS:

Superintendent U.S. Military Academy, West Point, NY 10996.

NOTIFICATION PROCEDURE:

Individuals wishing to inquire whether this system of records contains information about them should contact the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Individuals may request access to their records by contacting the SYSMANAGER, furnishing their full name, SSN or Cadet number, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, his/her sponsors, peer evaluations, grades and reports of USMA academic and physical education department heads, transcripts from other educational institutions, medical examinations/assessments, supervisory counseling/performance reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system which fall within 5 U.S.C. 552a(k)(5) and (7) are exempt from subsection (d) of the act.

A0709.06aDAPE

SYSTEM NAME:

709.06 Alumni Affairs and Gifts Program Division Donor Data Sys.

SYSTEM LOCATION:

Adjutant General (AG) Data Processing Branch, AG Division, United States Military Academy (USMA), West Point, NY 10096.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual or organization that has made a contribution to the West Point Fund.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains dates, amounts, types and purposes for which contributions were made to the West Point Fund. The file records the donor's military or civilian status, name, address and an identifying number.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 4334(b).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide a permanent historical record of contributions to the West Point Fund; to identify the type of fund-raising appeal which is most successful, and to identify possible future contributors.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer disk

RETRIEVABILITY:

Filed by individual's identifying number.

SAFEGUARDS:

Computer disk is maintained in a vault when not being used. Disk is maintained in an area accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Alumni Affairs and Gifts Program Division, USMA, West Point, NY 10996.

NOTIFICATION PROCEDURE:

Information may be obtained from the Chief, Alumni Affairs and Gifts Program Division, USMA, West Point, NY 10996.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the Chief, Alumni Affairs and Gifts Program Division, USMA, West Point, NY 10996.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents of records and appealing initial determinations may be obtained from the Chief, Alumni Affairs and Gifts Program Division, USMA, West Point, NY 10996.

RECORD SOURCE CATEGORIES:

Correspondence originating with the donor and biographical information maintained by the Association of Graduates, West Point, NY 10996.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0709.10aDAPE

SYSTEM NAME:

709.10 Athletic Pointer File

SYSTEM LOCATION:

Admission Support Office, Office of the Director of Intercollegiate Athletics, United States Military Academy (USMA).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Friends of the USMA who assist in the recruitment of student athletes.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record contains name and address of supporters of the USMA who assist the Director of Intercollegiate Athletics in identifying athletes.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 4334.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide mailing labels and address listing of Pointers for Office of the Director of Intercollegiate Athletics, USMA.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Punch cards in file cabinets.

RETRIEVABILITY:

Filed alphabetically by last name of Pointer.

SAFEGUARDS:

Records are maintained in an area accessible only to authorized personnel employed by the Admission Support Office, Office of the Director of Intercollegiate Athletics USMA. Records are stored in file cabinets in locked storage room.

RETENTION AND DISPOSAL:

Records are retained until individual is no longer active in program.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Director of Intercollegiate Athletics for Recruiting, Office of the Director of Intercollegiate Athletics, USMA, West Point, NY 10996.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Admission Support Office
Office of the Director of Intercollegiate Athletics
USMA
West Point, NY 10996
Telephone: Area Code 914/938-2325

RECORD ACCESS PROCEDURES:

Request from individual should be addressed to: Admission Support Office, Office of the Director of Intercollegiate Athletics, USMA, West Point, NY 10996.

Written request for information should contain full name of individual and current address.

For personal visit, the individual should be able to provide acceptable identification and driver's license.

CONTESTING RECORD PROCEDURES:

The Army's rule for access to records, for contesting contents and appealing initial determination may be obtained from the Director of Intercollegiate Athletics, USMA, West Point, New York 10996.

RECORD SOURCE CATEGORIES:

Individual's request to participate in program.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0709.11aDAPE

SYSTEM NAME:

709.11 United STates Military Academy Cadet Record Card.

SYSTEM LOCATION:

United States Military Academy (USMA) Archives, West Point, NY 10996.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals admitted to USMA as cadets during the period 1802 to 1965.

CATEGORIES OF RECORDS IN THE SYSTEM:

Card contains class year, date of admission, age at date of admission, legal residence, date and place of birth, source of appointment, name and address of parent or guardian, order of general merit for each academic year and at graduation, date of graduation, branch in which commissioned, Cullum number, and remarks relating to separation (e.g., for physical disability or academic deficiency) and readmission.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 4334.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Cards are a basic biographical and historical summary of a cadet's tenure at the USMA. They are a source of conveniently available information which eliminates a time-consuming search through numerous other series of official records.

Used by members of the archives or library staff for special studies, expedient replies to historical, biographical, and genealogical inquiries, and confirmation of attendance at the USMA; cadets and faculty members conducting geographic, social, or demographic studies on the background of cadets admitted or graduated; other USMA staff agencies, such as the Office of Institutional Research or the Office of the Dean, engaged in officially sanctioned projects or functions; investigators from the Federal Bureau of Investigation, United States Civil Service Commission, or the Department of Defense conducting records checks on former cadets; the Association of Graduates, USMA, and the Army Athletic Association to determine eligibility of former cadets applying for membership; and scholars and historians conducting research on former cadets or private citizens seeking information on their forebears.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Vertical file cards.

RETRIEVABILITY:

Filed alphabetically by surname of cadet.

SAFEGUARDS:

Cards are maintained in steel cabinets in the Archives office and are under the observation of staff members from 8:00 A.M. to 4:30 P.M. Monday through Friday. Room is locked during non-duty hours. Only authorized personnel and properly screened visitors are allowed access to or use of the cards.

RETENTION AND DISPOSAL:

Records are permanent and will remain in the Archives Office.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, USMA Archives, West Point, NY 10996.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Written requests should be addressed to the SYSMANAGER and should include the full name of the individual and the approximate dates of his attendance at USMA.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determination are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

For cadets in the Classes of 1920 through 1969, the primary sources of information are various documents in the USMA cadet's personnel file, supplemented by publications such as the Register of Graduates and Former Cadets of the USMA, post orders, and the Official Register of Officers and Cadets. Information on earlier cadets has been obtained from the latter source and other registers, lists, books, and academic records formerly maintained by the Adjutant, USMA.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0709.12aDAPE

SYSTEM NAME:

709.12a USMA Admissions Participant Roster and File

SYSTEM LOCATION:

Primary system: Office of the Director of Admissions and Registrar, MAAR-R, United States Military Academy (USMA), West Point, NY 10996.

Decentralized segment: Instruction Support and Information System Division, Office of the Dean, USMA, West Point, NY 10996.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Admissions Participants (USMA recruiter contacts) including active and inactive, actual and potential, in following general categories: USMA Reserve Liaison Officers currently attached to Admissions, USMA; USMA graduate volunteers; USMA Admissions contacts at United States (US) Army Installations/Agencies/Activities worldwide; USMA alumni organizations; secondary school educators who have visited USMA under Educator Visit Program; Association of the US Army Presidents and applicants for Reserve Liaison Officer positions; Members of Congress; and Congressional Staff Assistants dealing directly with USMA applicants.

CATEGORIES OF RECORDS IN THE SYSTEM:

Admissions Participant Roster and Admissions Participant files include the names, addresses and telephone numbers of active and inactive USMA admissions contacts and correspondence reference USMA Admissions recruiting activities. Congressional file includes current mailing address (Washington and local office) of all current Members, including Staff Assistants' names and office telephone numbers, and all Admissions related Congressional correspondence. A subsystem Admissions Participant mailing list entitled, 'Educator Visitors' includes the name and school address of visitors to USMA under the Admissions Educator Visit Program. Applications from US Army Reservists seeking a position as USMA Reserve Liaison Officer include name, address, SSN, telephone number and resumes which are periodically reviewed for position selection.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Sections 4331, 4332, 4334.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Active Admissions Participants, to include each Member of the US Congress and educators who have visited the USMA under the 'USMA Admissions Educator Visit Program', receive informational Admissions mailings concerning present USMA Admissions policy and procedures from the Admissions Participant mailing list. USMA appli- cants are referred to Admissions Participants who render advice and assistance in regard to West Point's admission process. US Army Reservists' applications for USMA Liaison Officer positions are maintained and reviewed at Admissions, USMA, to fill nation-wide position vacancies as they occur. A correspondence file is maintained for each active Admissions Participant containing file copies of all correspondence related to the Admissions Participant's activity in support of West Point programs.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records are maintained in file folders. Selected items of information (name, address, telephone numbers, organization) are maintained on completed paper printouts, magnetic disks, magnetic tape for all active Admissions

RETRIEVABILITY:

File folders and computer printouts are maintained by name in State and ZIP Code sequence.

SAFEGUARDS:

File folders and computer printouts stored in room where Admissions Officers are always present during working hours. After working hours, rooms are locked. Access to the building is limited during non-duty hours. Records are accessible only to authorized personnel. Computer file magnetic disks are protected by a user identifi- cation and password convention.

RETENTION AND DISPOSAL:

Files are under continuous review for additions and deletions. Once a file is deleted, all related correspondence is destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Admissions and Registrar, USMA, West Point, NY 10996.

NOTIFICATION PROCEDURE:

Information can be obtained from:
Director of Admissions and Registrar
USMA
West Point, NY 10996
Telephone: Area Code 914/938-4041

RECORD ACCESS PROCEDURES:

Requests should be addressed to the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determination are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

As submitted by individual Admissions Participant volunteers; Congressional information from public record; US Army published orders appointing USMA Candidate Advisory Officers; resumes submitted by US Army Reservists.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0710.02DAJA

SYSTEM NAME:

710.02 JAGC Reserve Components Officer Personnel Records

SYSTEM LOCATION:

Reserve Affairs Department (Room 232), The Judge Advocate General's School, United States Army (TJAGSA), Charlottesville, VA 22901.

Computer Center, University of Virginia, Charlottesville, VA 22901.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Judge Advocate General Corps (JAGC) United States Army Reserve and National Guard officers, not serving on extended active duty; and officers seeking appointment, branch transfer, or Federal Recognition to the JAGC without concurrent call to active duty.

CATEGORIES OF RECORDS IN THE SYSTEM:

Data bank includes individual officer's name, social security number (SSN), home and business addresses, home and business telephone numbers, grade, promotion eligibility date, primary military occupational specialty, date of birth, sex, basic date of mandatory removal, educational courses taken, unit assignment and unit address, employer, job title, specialty, and awards.

Personnel file contains such documents as application for appointment, active duty training, constructive credit, mobilization designee (MOBDES) position, and related matters dealing with educational courses completed; correspondence between Reserve Affairs Department personnel and the individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 275(a) and regulations promulgated thereto.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Career Management: To schedule JAGC reserve officer training; select officers for reserve unit command positions; identify individual reservists in need of training; determine mandatory retirement dates; provide full

background information on individuals applying for MOBDES positions, constructive credit by The Judge Advocate General for portions of a judge advocate course, and/or Active Duty for Training; to document background of applicants for appointment in the JAGC or branch transfer to JAGC consistent with prerequisites required for type of appointment/branch transfer and to establish eligibility for appointment/branch transfer.

Communications: To maintain current and complete address and telephone listings to insure that each officer can be quickly and reliably contacted.

Manpower Management: To forecast field grade officer requirements and the number of officers required to fill positions vacated by officers transferred to the Retired Reserve; to provide aggregate statistical reports to other Department of the Army elements for analysis of Total Force and mobilization readiness.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; automated records on magnetic tape.

RETRIEVABILITY:

Alphabetically by last name and SSN.

SAFEGUARDS:

Records maintained in areas where authorized personnel work. During non-duty hours files and office doors are secured.

Computer records maintained in computer building in areas accessible only to authorized personnel; system entry by password.

RETENTION AND DISPOSAL:

Records are maintained until individual officer retires from Reserve Component. They are then placed in inactive file for two years after which they are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Reserve Affairs Department, The Judge Advocate General's School, U.S. Army, Charlottesville, VA 22901.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Director, Reserve Affairs Department
TJAGSA
Charlottesville, VA 22901

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Director, Reserve Affairs Department, The Judge Advocate General's School, United States Army, Charlottesville, VA 22901.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determination are contained in Army Regulation 340-21, (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Individual officer(s) concerned; official personnel documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0710.08DAAG

SYSTEM NAME:

710.08 Career Management Files of Dual Component Personnel.

SYSTEM LOCATION:

Counseling Section, Guidance Branch, Personnel Management and Training Division, Reserve Components Personnel Directorate, and Systems Support Directorate, United States Army Reserve Components Personnel and Administration Center (USARCPAC), 9700 Page Boulevard, St. Louis, MO 63132.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any reserve or warrant officer on active duty as an enlisted man; any reserve officer on active duty as a Regular Army warrant officer.

CATEGORIES OF RECORDS IN THE SYSTEM:

Manual file contains copies of officer evaluation reports, academic reports, officer qualification records, letters of appreciation and commendation, general orders announcing awards, and other documents furnished by individual concerned. Automated file contains name, rank, social security number (SSN), basic pay entry date, promotion eligibility date, mandatory removal date, highest military education completed and current military education being completed.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 275.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To advise reserve officers when they will be considered for promotion; what military education must be completed to be eligible for promotion; to determine if officer should be removed for substandard performance of duty; to advise them of eligibility for retirement as either an officer or enlisted man; (Officer evaluation reports are available for review by promotion boards when officers are being considered for promotion); and to advise officers of latest changes in reserve program.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, and computer tape.

RETRIEVABILITY:

Filed alphabetically by last name of officer and SSN.

SAFEGUARDS:

Buildings employ security guards. Computer tapes are stored in tape vault. Paper records are stored in filing cabinets with access limited to individuals with a need-to-know.

RETENTION AND DISPOSAL:

Records are retained as long as officer remains on active duty. When an officer retires, his career management file is combined with his active Army enlisted file. If officer separated and is still on active duty as enlisted man, his career management file is sent to United States (US) Army Enlisted Records Center, Ft Harrison and combined with his enlisted record.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, USARCPAC, 9700 Page Boulevard, St Louis, MO 63132.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander, USARCPAC,
9700 Page Boulevard
St. Louis, MO 63132
Telephone: Area Code 314/268-7868 or Autovon 698-7868.

RECORD ACCESS PROCEDURES:

Requests from officers should be addressed to: Commander, USARCPAC 9700 Page Boulevard, St Louis, MO 63132.

Written requests for information should contain the full name of the officer, current address and SSN. Visits are limited to Guidance Branch, Personnel Management and Training Division, USARCPAC, 9700 Page Boulevard, St Louis, MO 63132.

For personal visits, the officer must present active Army identification card.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the

individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

All material is obtained from elements of the US Army, officer's company commander, military schools completed in residence or by correspondence, copies of general orders.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0710.09DAAG

SYSTEM NAME:

710.09 Personnel Management/Action Working Files

SYSTEM LOCATION:

Working files and/or folders are maintained by each of the operating Divisions within the United States (US) Army Reserve Components Personnel and Administration Center (USARCPAC), 9700 Page Boulevard, St Louis, MO 63132 and, in certain instances, such as mobilization designation assignments, attachments to Reinforcement Training Units or Army National Guard/US Army Reserve Units, in Department of Defense (DOD) elements and military departments and Selective Service Headquarters in order to accomplish administrative actions.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Pertains to members of the Individual Ready Reserve (IRR), Standby Reserve, Retired Reserve, unit personnel, and civilians relating to a variety of personnel actions and inquiries concerning Reserve component personnel management and administration.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files and/or folders contain varied types of applications; correspondence; orders; pay vouchers; efficiency reports; assignment instructions; replies to correspondence; medical evaluations; request for waiver of disqualifications; grade determinations; approvals or disapprovals of specific actions; flagging actions which preclude completion of favorable personnel actions; computer transcripts; requests for transfer to another Branch, status, or service; claims for pay; and notifications to the individual of personnel actions being processed.

These are all working files/folders which contain information and copies of correspondence pertaining to appointment as US Army Reserve (USAR) commissioned or warrant officers; applications for active duty; assignment instructions for active duty (AD) or Active Duty for Training (ADT); applications for delay or exemption from AD/ADT; requests for branch transfers; requests for award of Military Occupational Specialty; nominations for decorations or awards; selection or nonselection for promotion of commissioned or warrant officers; notifications of removal from an active Reserve status for physical disqualification, nonparticipation, two-time passover for promotion or elimination action; request for grade determinations for enlistment in the USAR; applications for waiver of disqualifications for enlistment in the USAR; request for discharge or voiding of enlistments; requests for transfer to or from the Ready Reserve, Standby Reserve, or Retired Reserve; claims for pay not received while on ADT; request for assignment or attachment to Army National Guard (ARNG)/USAR units, mobilization designation positions or detachments, reinforcement training units, and USAR school student detachments; applications for participation in Army Reserve Logistics Career Program and Foreign Area Officers Program; applications for ADT; and correspondence pertaining to the career management of officers and senior enlisted personnel. Correspondence includes copies or orders; approvals or disapprovals of actions requested by the individual and backup copies of correspondence relating to the specific action; these are reference copies of documents normally filed in the individual's Military Personnel Records Jacket or Official Military Personnel File.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., SEction 275.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Working or reading files are maintained in order for the action element of USARCPAC to respond to written, personal, or telephonic inquiries received from an individual or other government agency. Files maintained in DOD elements, military departments and Selective Service Headquarters are used to insure that administrative actions are accomplished.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Files and folders are maintained in 4 drawer file cabinets and card files are maintained in standard card file drawers or IBM card cabinets, as appropriate.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

USARCPAC building has security guard at all times. Papers are maintained in areas accessible only to authorized personnel who are properly screened and trained.

RETENTION AND DISPOSAL:

Files or folders are maintained for a period of 6 months to 3 years depending on the type of action involved. At the specified time, the file is destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, USARCPAC, 9700 Page Boulevard, St Louis, MO 63132. 9700 Page Boulevard, St Louis, MO 63132

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander, USARCPAC,
ATTN: AGUZ-RCPD
9700 Page Boulevard
St Louis, MO 63132
Telephone: Area Code 314/268-7733

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, USARCPAC, ATTN: AGUZ-RCPD, 9700 Page Boulevard, St Louis, MO 63132.

Written requests for information should contain full name of individual, current address, and telephone number. Visits are limited to Reports and Inquiries Section, Personnel Management and Training Division (AGUZ-PMT-GRI) USARCPAC, 9700 Page Boulevard, St Louis, MO 63132.

For personal visits, the individual should be able to provide acceptable identification, i.e., Reserve Identification Card, driver's license, employing office's identification card, and give some verbal information that could be verified from his 'Reading file'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual/Department of Defense.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT: *

None

A0710.10DAAG

SYSTEM NAME:

710.10 Reserve Personnel Information Reporting System

SYSTEM LOCATION:

Decentralized Segments: Commander, First United States Army, Ft George G. Meade, MD 20755; Commander, Fifth United States Army, Ft Sam Houston, TX 78234; Commander, Sixth United States Army, Presidio of San Francisco, CA 94129; Commander, United States Army Western Command, (WESTCOM), Ft. Shafter, HI96858; Ft. Richardson, AK 99505; Chief, United States Army Reserve (USAR) Affairs, Europe, APO New York 09245. Commander, 172d Infantry Brigade Alaska, Each Army Headquarters (HQ) maintains the records pertaining to its geographical area.

Centralized User: Systems Support Directorate, United States Army Reserve Components Personnel and Administration Center (RCPAC), 9700 Page Boulevard, St. Louis, MO 63132.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals currently assigned to a USAR unit.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains identification data, including name, social security number (SSN); current assignment data, including unit identification code grade, and occupational specialty; retirement data, including number of retirement points and years of satisfactory military service; and other selected data which serve in the administration and reporting of the individual, including security clearance, date entered military service, date of last promotion, date military obligation expires, sex, race and civilian occupation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 275.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

File is maintained at each Army Command HQ for the administration of USAR unit personnel. Administration includes control of promotions, transfers, and other day-to-day actions in addition to maintaining unit readiness which includes identifying training needs and assuring that needs are filled on a continuing basis.

A copy of each Army file is sent to RCPAC on a monthly basis for reporting purposes. Statistical reports are prepared at RCPAC for use by various Department of the Army (DA) and Department of Defense Staff agencies. The main users of this report are: Office of Chief, Army Reserve; HQ, United States Army Forces Command; HQ, Continental United States (CONUS) Armies, Office of the Chief of Chaplains, and Office of the Deputy Chief of Staff for Personnel (DCSPER). Uses include: strength accounting, budgeting, readiness in case of mobilization of reserve units, and forecasting of future needs based upon expected attrition. In addition, the Command Involvement Program (CIP) computer system inspects the personal data contained in each record and reports percentage of accuracy and completeness to the unit commander and his/her superiors.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File is stored on computer magnetic tapes and in air- conditioned libraries.

RETRIEVABILITY:

File is sequenced by SSN within unit identification code. To retrieve an individual's record, an authorized requester must enter SSN, five characters of last name, unit identification code, military personnel class (indicates individual is an officer, warrant officer or enlisted), and a particular code identifying the transaction as a record request.

SAFEGUARDS:

Tape files are stored on tape racks in reel number sequence in a restricted library within the computer room complex which is a restricted area. In addition, the building housing the computer room is restricted to authorized personnel.

RETENTION AND DISPOSAL:

A record is retained for the duration of the reservist's unit assignment.

CONUS: The current tape file and the two previous tape files are retained at any given time.

OVERSEAS: Record files are retained for historical data reporting as follows: 4 years for reports for months of March, June, and December; 6 years for the report month of September; and 2 years for all other report months.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

To ascertain if the tape file contains data on a particular individual, the individual should write or visit the Headquarters of the Continental United States Army area in which his/her unit is located.

RECORD ACCESS PROCEDURES:

To request access to the information contained on this tape file, the individual should write or visit the Headquarters of the Continental United States Army in which his/her unit is located.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER, ATTN: DAPE-PBP.

RECORD SOURCE CATEGORIES:

Data are extracted from the following sources:

Correspondence from Reservist; National ZIP Code Directory; DA Form 1383, Statement of Retirement Points; Release From Active Duty Orders; DA Form 873, Certificate of Clearance and/or Security Determination; DA Form 1379, USAR Unit Record of Reserve Training; Promotion Orders; Assignment Orders; Language Proficiency Questionnaire; DA Form 268, Report for Suspension of Favorable Personnel Actions; DA Form 67-7, US Army Officer Efficiency Report; DA Form 1506, Statement of Service; National Guard Bureau Form 23, Retirement Credits Record; Department of Defense (DD) Form 4, Enlistment Contract Armed Forces of the US; DD Form 47, Record of Induction; DA Form 61, Application for Appointment; DA Form 2, 2-1, Qualification Record; DA Form 3725, Army Reserve Status and Address Verification Questionnaire; Dictionary of Occupational Titles; DA Form 3726, 3726-1, Ready Reserve Service Agreement; DD Form 214, Armed Forces of the US Report of Transfer or Discharge; Standard Form 88, Report of Medical Examination.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0713.09aTRADOC

SYSTEM NAME:

713.09a Skill Qualification Test (SQT)

SYSTEM LOCATION:

a. Headquarters, United States Army Training and Doctrine Command (TRADOC), Ft Monroe, VA 23651: Main computer location and soldier response files.

b. United States Army Training Support Center, Individual Training Evaluation Directorate (ITED): Enlisted Master File and original test forms.

c. Test Control Officers (TCO) at military installations worldwide: Transmittal rosters and source documents for Hands-On Component (HOC) and Performance Certification Component (PCC): (retained 120 days).

d. United States Army Military Personnel Center (MILPERCEN) (Enlisted Evaluation Center: Soldier's SQT scores (DA Form 10a).

e. Supervisory Non-Commissioned Officers (NCOs) at unit level worldwide: SQT Job Books.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All active Army and Reserve Component enlisted personnel who take the SQT.

CATEGORIES OF RECORDS IN THE SYSTEM:

Soldier response history of answers to SQTs, both individual and cumulative; quarterly analyses of soldier's test results. The Enlisted Master File at ITED contains update listings of name, social security number (SSN), pay grade, primary and secondary military occupational specialties (MOS), and component. File in TCO (located at the soldier's installation) contains name, rank, SSN, and source document for HOC and PCC. SQT Job Book (located at soldier's unit) contains name, rank, and record of individual performance of job tasks conducted in a unit training environment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

ITED, Ft Eustis, VA and Enlisted Records and Evaluation Center, Ft Benjamin Harrison, IN. Individual scores are computed and forwarded to MILPERCEN for entry on DA Form 10a. This score is used to measure a soldier's job proficiency, to determine eligibility for schooling, and eligibility for promotions. SQT Job Books are used by Commanders and NCOs to assess individual and unit proficiency and combat readiness and to identify routine and intensified training needs.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; computer magnetic tape, disks and printouts.

RETRIEVABILITY:

Paper records filed in folders retrieved by processing date and imprinted serial number. Computer magnetic tape and disk retrieved by SSN and name.

SAFEGUARDS:

Paper records are filed in folders sorted in a locked room. Magnetic tapes are kept in controlled vault area. Magnetic disks are protected by a user identification and manual controls.

RETENTION AND DISPOSAL:

Magnetic tapes are retained 1 year after which data are erased; disks retained for 6 months before data are erased; hard copy is retained for 5 years; then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, United States Army Training Support Center, ATTN: ITED, Ft Eustis, VA 23604.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the SYSMANAGER. Appropriate identification such as driver's license, is required if request is presented in person; written requests must bear notarized signature of the individual making request to prevent disclosure to unauthorized persons.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From other Department of Army Staff and Commands in document and computer readable form.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

All portions of this system are exempt pursuant to Title 5 U.S.C., Section 552a(k)(6). Publication of rules in order to exempt this system is set forth in 32 CFR Part 505.

A0714.02aDAPC

SYSTEM NAME:

714.02 Military Personnel Assignment Files

SYSTEM LOCATION:

Primary System: (1) officers: United States Army Military Personnel Center (MILPERCEN), Officer Personnel Directorate, (2) enlisted: USAMILPERCEN, Enlisted Personnel Directorate.

Decentralized Segments: Army commands.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty enlisted, warrant officer, and commissioned officer members of the United States (US) Army worldwide.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains letters, forms, statements relating to travel restrictions, dual nationality status, controlled Military Occupational Specialty (MOS) constraints on assignment, Special Forces organization, sole surviving son limitations, compassionate requests, permissive reassignments. Preference for assignment statements, service member/spouse kinship with foreign national considerations, Criminal Investigation eligibility determinations, initial accession assignment data, conscientious objector statement, application and special orders pertaining to airborne qualification and assignemnt, Army Research Association selection and assignment to Atomic Energy Commission, results of Graduate Record Examination or Aptitude Test for Graduate Studies in Business examinations relating to graduate school selection, nominations for position assignment, biographical sketch supporting assignment as Military Assistance Operations Program positions and (1) letters from service member, (2) documents, and forms originating in departmental/ command assignment officers, (3) correspondence between Department of Navy, US Marine Corps, US Coast Guard, Department of the Air Force, Army Staff offices, and Army Command.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301; Title 10 U.S.C.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Department of the Army Staff offices and commands: To document assignment considerations of each service member to assure equity of duty, basis for special assignment, protection of service member and dependents assigned in foreign areas; to insure that service member is not assigned contrary to persona-non-grata status; and related assignment limitations, restrictions, and constraints.

Department of the Navy: To accomplish administration incident to service when Army members are

assigned for duty with the Navy, Marine Corps or Coast Guard when the Coast Guard is under operational control of the Navy.

Department of the Air Force: To accomplish administration incident to service when Army members are assigned for duty with the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by name.

SAFEGUARDS:

Records maintained in area accessible to authorized personnel engaged in assignment and reassignment actions.

RETENTION AND DISPOSAL:

Records are destroyed when superseded by subsequent assignment or, in accordance with scheduled destruction, upon discontinuance or obsolescence.

SYSTEM MANAGER(S) AND ADDRESS:

United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Information for officer personnel may be obtained from:
Headquarters, Department of the Army, (DAPC-OP)
Hoffman Bldg II
200 Stovall Street
Alexandria, VA 22332

Information for enlisted personnel may be obtained from:
Headquarters Department of the Army (DAPC-EP)
Hoffman Bldg II
200 Stovall Street
Alexandria, VA 22332

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Headquarters Department of the Army ((DAPC-OP) or DAPC-EP)), 200 Stovall Street, Alexandria, VA 22332, or to Commander of the command in which the service member is assigned for duty.

Written requests for information should contain the full name of the requester, his/her service identification number, branch of service if the requester is an officer; grade, and current address.

Visits may be made to command headquarters, or to the Directorate of Officer Personnel for officer visitors, or the Directorate of Enlisted Personnel for enlisted visitors located in Hoffman Bldg I and II, 200 Stovall Street, Alexandria, VA 22332.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from HQDA (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

RECORD SOURCE CATEGORIES:

Letters, forms, statements and related forms originating from individual service member; letters, forms, documents originating in assignment offices of United States Army Military Personnel Center or in Army Ccommands.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0714.04aDAPC

SYSTEM NAME:

714.04 Branch Transfer/Detail Files.

SYSTEM LOCATION:

US Army Military Personnel Center (USAMILPERCEN), (DAPC-OP), Washington, DC 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Commissioned officers on active duty in the United States Army.

CATEGORIES OF RECORDS IN THE SYSTEM:

The categories of information stored include: name, social security number (SSN), grade, service agreement, branch of ser- vice, date of receipt of request for branch transfer and final action (approval/disapproval).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301; Title 10 U.S.C.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Department of Army: Records are used for personnel management, strength accounting, and manpower management.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in paper folders and on cards (Office of Personnel Operations-Officer Personnel Directorate Form 177).

RETRIEVABILITY:

Access is by name.

SAFEGUARDS:

Physical security devices and guards.

RETENTION AND DISPOSAL:

Records are retained for 1 year; then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, USAMILPERCEN, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from: Headquarters, Department of the Army, (HQDA)(DAPC-OP), 200 Stovall Street, Alexandria, VA 22332.

RECORD ACCESS PROCEDURES:

Written requests for information should include the full name, SSN, and current address, and submitted to USAMILPERCEN.

For personal visits, the requester should provide acceptable identification, i.e., military identification card or other identi- fication normally acceptable in the transaction of business.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from USAMILPERCEN (DAPC-OP), 200 Stovall Street, Alexandria, VA 22332.

RECORD SOURCE CATEGORIES:

Information is obtained from documents, papers, and forms related to branch transfer and branch detail actions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0714.06aHSC

SYSTEM NAME:

714.06 Army Medical Department Personnel Management and Manpower Control System

SYSTEM LOCATION:

United States (US) Army Medical Centers: Brooke Army Medical Center, Ft Sam Houston, TX; William Beaumont Army Medical Center, Ft Bliss, TX; Madigan Army Medical Center, Ft Lewis, WA; Letterman Army Medical Center, Presidio of San Francisco, CA; Walter Reed Army Medical Center, Washington, DC; Fitzsimons Army Medical Center, Denver, CO; and Tripler Army Medical Center, Honolulu, HI.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel assigned or attached, and all civilian employees of the organization.

CATEGORIES OF RECORDS IN THE SYSTEM:

Military personnel management subsystem contains data extracted from military personnel records and is essentially that data maintained on enlisted and officer master files at Department of the Army (DA) plus selected suspense items such as immunization requirements, efficiency report and periodic photograph submission dates.

Civilian personnel management subsystem contains data extracted from civilian personnel records and is essentially that data maintained in the civilian personnel information system at DA.

Manpower control subsystem contains data to identify authorized military and civilian positions within the organization.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

System is utilized to provide numerous reporting suspense action and general personnel management requirements for the personnel divisions of the medical centers. System provides interface with automated finance, accounting, civilian pay, and leave accounting. System will be closed out following minor modifications in the Standard Installation/Division Personnel System (SIDPERS) and full implementation of the Civilian Personnel Information System (CIVPERSINS). Type data generated includes authorized and assigned strengths by grade and military occupational specialty (MOS) with projected losses, notification of individual requirements for immunizations, listing of personnel requiring proficiency testing or eligible for promotion or civilian within-grade increases. It also provides information retrieval of combinations of data elements for special or one-time reports. Examples are listings of: all personnel within a given MOS; all personnel of a given grade; all personnel assigned before or after a given date; all personnel whose expiration of term of service (ETS) occurs before or after a given date; and all personnel not occupying an authorized position.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

System uses disk and tape storage.

RETRIEVABILITY:

Data may be extracted by name, social security number (SSN), military occupational specialty or other element included in the system.

SAFEGUARDS:

Records are maintained in secured areas accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Data are retained in system until departure of the individual; erased from system on reassignment, discharge, separation, retirement or termination of individual's employment.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Health Services Command, Ft Sam Houston, TX 78234.

NOTIFICATION PROCEDURE:

Information may be obtained from Director of Personnel at each medical center operating the system. Military or civilian identification card, name, SSN and military or civilian employee status required.

RECORD ACCESS PROCEDURES:

Information may be obtained from Director of Personnel at each medical center operating the system. Military or civilian identification card, name, SSN and military or civilian employee status required.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Military and civilian personnel records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0714.06cDASG

SYSTEM NAME:

AMEDD Personnel Management System

SYSTEM LOCATION:

United States Army Medical Department Personnel Support Agency (USAMEDDPERSA), 1900 Half Street, S.W., Washington, DC 20324.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals either applying for commissions in, on active duty as an officer in, or recently released from active duty in one of the six Army Medical Department Corps.

CATEGORIES OF RECORDS IN THE SYSTEM:

The categories of information stored include name, social security number, sex, race, date and place of birth, home of record, dependent data, physical profile data, religious preference, ethnic group, citizenship, marital status, personal mailing address, professional qualification data, assignment data, promotion data, education and training data, awards and badges, and incentive pay data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301; Title 10 U.S.C.; Title 37 U.S.C.; and Executive Order 9397.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Department of Army-Used for strength accounting, manpower and budgetary management, recruitment, military service career management of officers to include assignments, promotion, professional development and training, and in the administration of the Variable Incentive Pay Program.

Department of Defense-Used for interdepartmental management regarding medical assets, and development of policies and statistical accounting.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored on computer magnetic tape and disk.

RETRIEVABILITY:

Normal access is by name, the first data element in the file, with SSN or other individual or group discriminators for positive identification. Computerized indices are utilized in record retrievals.

SAFEGUARDS:

Physical security devices, limited access via building guard and personnel clearances will limit computer access to only authorized personnel. Each on-line terminal access or update to the system will be protected through a system of

passwords that will restrict each user to specific data elements. Password changes will be made incrementally at the rate of 20 percent per month. System reconstruction procedures provide for two copies of files, programs, and procedures in-house and one copy at an offsite location both updated and maintained in an operational condition.

RETENTION AND DISPOSAL:

Records are retained on an active file for three months after separation, and accumulated on an inactive file for five years after separation.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, United States Army Medical Department Personnel Support Agency, 1900 Half Street, S.W., Washington, DC 20324.

NOTIFICATION PROCEDURE:

Information may be obtained from: Commander, USAMEDDPERSA, 1900 Half Street, S.W., Washington, DC 20324.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, USAMEDDPERSA, 1900 Half Street, S.W., Washington, DC 20324.

Written requests for information should contain the full name of the individual, SSN, current or former military status, and appropriate return address.

Visits may be made to USAMEDDPERSA. Individual should be able to provide some acceptable identification, and give some verbal information that could be verified with his/her record.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in 32 CFR Part 505 (Army Regulation 340-21).

RECORD SOURCE CATEGORIES:

Data contained in this system of records is obtained in document and computer readable form from the following systems of records: Army Medical Procurement Applicant Files, Officer Master File, Career Management Individual Files, AMEDD Training Application Status Record, Long-Term Civilian Training Student Contract Files, Residency, Subspecialty and Fellowship Training, and US Army Graduate Medical Education Trainee Card File.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0715.01aDAPC

SYSTEM NAME:

SIDPERS Personnel Data Card

SYSTEM LOCATION:

Each active Army unit furnishing personnel and strength data to the Department of the Army.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty Army members (commissioned, warrant, and enlisted).

CATEGORIES OF RECORDS IN THE SYSTEM:

DA Form 2475-2 which includes individual's name, Social Security Number, organization, unit, station, grade and pay group, blood type, duty assignment, duty phone, local address and phone number, name and address of next-of-kin, home of record, place of birth, awards, military occupational specialty evaluation data, and unit commander's name and grade. In addition, records include actions reported as SIDPERS change report remarks on members assigned/attached to a military unit bearing on the legal and financial rights of the individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301; 10 U.S.C., section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

By the Department of the Army: to account for and maintain data relating to each assigned and/or attached active military person; to support the accounting of and reporting function incident to maintenance of the Officer Master File, Enlisted Master File, the Military Personnel Records Jacket, and the Official Military Personnel File; for personnel management actions and reports.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; magnetic tapes and disks.

RETRIEVABILITY:

By individual's surname; SSN.

SAFEGUARDS:

Records are maintained in secured areas accessible only to authorized personnel who are trained, cleared, and have official need for the information.

RETENTION AND DISPOSAL:

Records are retained in the reporting unit for 1 year following the date of the last entry on the personnel data card; they are then shipped to the National Personnel Records Center (MPR), St. Louis, MO where they are retained 74 additional years before being destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the reporting unit of assignment/attachment of the individual.

RECORD ACCESS PROCEDURES:

Individual should write or visit the reporting unit of assignment/attachment, furnishing name, SSN, military or other normally acceptable identification and details that will assist in locating the information sought.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the Enlistment Record (DD Form 4), Report of Separation (DD Form 214) for reenlistees; Extention of enlistment (DA Form 1695); Special Orders issued by enlistment/reenlistment authorities, personal information furnished by the individual, documents/records/reports/forms originated within the reporting unit.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0715.06aDAPC

SYSTEM NAME:

715.06a Field Military Personnel Information System - SIDPERS

SYSTEM LOCATION:

Each Army installation and other organizational elements maintaining a segment of the Standard Installation/Division Personnel System (SIDPERS). The official mailing addresses are in the Department of Defense Directory in the Appendix.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All active Army military personnel and personnel attached from the National Guard or United States Army Reserve based upon local option.

CATEGORIES OF RECORDS IN THE SYSTEM:

The categories of information stored include: name, social security number (SSN), sex, race, citizenship, status, religious denomination, marital status, number of dependents, date of birth, physical profile, ethnic group, grade and date of rank, term of service for enlisted personnel, service agreement for non-regular officers, service data and dates, unit of assignment, military occupation specialty, additional skill identifiers, civilian military education level, language, assignment eligibility and availability and termination date thereof, security status, special pay and bonus, suspense termination date thereof, suspension of favorable personnel action indicator, Privacy Act disputed record indicator.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301; Title 10 U.S.C.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Department of Army: Records are used for personnel management, strength accounting, and manpower management.

Department of Defense: Records are used for interdepartmental actions and personnel management.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored on computer magnetic tapes and disks and computer punch cards.

RETRIEVABILITY

Access is by SSN, name, or other individual identifying characteristics.

SAFEGUARDS:

Physical security devices, guards, computer hardware and software features, and personnel clearances for individuals working with the system.

RETENTION AND DISPOSAL:

Records are destroyed 90 days after the individual is no longer active.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Military Personnel Center, (USAMILPERCEN), 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the commander of the organization to which the service member is assigned.

RECORD ACCESS PROCEDURES:

Written requests for information should include the full name, service identification number, and current address. Visits should be made to the servicing military personnel office (MILPO) or headquarters of the organization/station of the service member.

For personal visits, the requester should provide acceptable identification, i.e., military identification card or other identification normally acceptable in the transaction of business.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from USAMILPERCEN (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

RECORD SOURCE CATEGORIES:

Information is obtained in documented and other computer readable form from other Department of Army organizations/stations and other federal agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0715.07cUSFK

SYSTEM NAME:

Command Unique Personnel Information Data System (CUPIDS)

SYSTEM LOCATION:

Primary System: Office of the Assistant Chief of Staff, Personnel Directorate (J1), Headquarters United Nations Command (UNC)/United States (US) Forces, Korea (USFK)/Eighth US Army (EUSA), ATTN: AJ-PER-DM, APO San Francisco 96301.

Decentralized Segments: US Army Yongsan Data Processing Center Korea, APO SF 96301; HQ UNC/USFK/EUSA, ATTN: PMJ-O, APO SF 96301; HQ UNC/USFK/EUSA, ATTN: DJ-SP, APO SF 96301; and HQ UNC/USFK/EUSA, ATTN: GCT, APO SF 96301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All members of UNC/USFK/EUSA who are authorized duty-free privileges in the Republic of Korea (ROK) as well as US Embassy personnel, contract personnel, technical representatives, and authorized potential noncombatant evacuees living in ROK.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, social security number, date and place of birth, sex, rotation date, citizenship, passport number, date arrived in ROK, previous tours in ROK, service component, pay grade/position title, marital status, dependent status, and religion. The following dependent information is maintained: spouse's name, date and place of birth, date arrived in ROK, passport number, citizenship, sex, date and place of marriage, local address, and religion. Applicable information is extracted from this central data base to provide a noncombatant report, contractor and technical representative listing, religious preference listing, and dependent information roster.

An individual purchase record is maintained for those personnel authorized duty-free privileges. It consists of a record of exchange catalog sales and purchases made by authorized shoppers in the exchange system, Class VI stores, commissaries, and retail outlets located on US facilities and installations in ROK.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., Section 301; Status of Forces Agreement, United States of America and the Republic of Korea.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To record the number and location of contractor and technical representatives in the ROK for reporting to the Korean Government in accordance with the USA-ROK Status of Forces Agreement.

To identify and locate noncombatant evacuees in case of emergency.

To provide Department of Defense information pertaining to the number of dependents in ROK.

To obtain a religious profile to determine a realistic distribution of Chaplain assets throughout the command.

To produce lists of (1) suspected violators of the ration control authorization set for retail facilities in ROK and (2) exchange catalog sales shipped into ROK. Information is provided the Provost Marshal, US Army Criminal Investigation Command, US Department of State, Office of Special Investigation, Customs Officials, law enforcement authorities of the ROK and commanders for investigative action where appropriate and/or administrative or judicial disposition.

To provide listing of dependents in Korea for verification of housing dollar authorizations.

To maintain file of selected controlled item purchases made in retail facilities.

To provide management data pertaining to expenditures by grade and

family size for use in determining if authorizations are sufficient.

To provide a dependent profile throughout the command for management purposes.

To produce ration control plates for authorized individuals for use in recording purchases in retail facilities.

To produce medical cards which are used for identification in medical facilities.

To provide retail sales information to the USA-ROK Status of Forces Ad Hoc Committee on black marketing activities.

To provide list by date eligible for return from overseas for transportation forecasting requirements.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tapes, microfiche, and paper printouts.

RETRIEVABILITY:

Alphabetically by surname of noncombatants listed by area and geographical sub-area; all other records by SSN.

SAFEGUARDS:

Records are accessible only to authorized personnel. During off duty hours, the facility is locked and secured by sound activated alarm.

RETENTION AND DISPOSAL:

The command profile, sales profile, and individual sales file are retained for 1 year. Individual violations are retained until the end of the tour of the individual concerned.

Regular card sales are destroyed monthly unless retained for evidence.

Controlled item sales records are maintained for duration of individual's tour.

The data base account is retained for the duration of the individual's tour, plus one month.

All other information is destroyed at termination of tour or employment.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Chief of Staff, J1, HQ UNC/USFK/EUSA, APO San Francisco 96301.

NOTIFICATION PROCEDURE:

Information may be obtained from: HQ UNC/USFK/EUSA (AJ-PER-DM) Yongsan/Seoul, Korea.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: HQ, UNC/USFK/EUSA (AJ-PER-DM), APO SF 96301. Written requests should contain full name of the individual, current address, telephone number, and SSN. For personal visits, the individual should provide a military identification card and ration control plate, if issued, or other acceptable identification such as a valid vehicle operator's license.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Application for ration control; recorded sales made with ration control plate at retail US military facilities throughout ROK; orders made through exchange catalog sales and retail outlets located on US facilities and installations in the ROK.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0716.04aDAAG

SYSTEM NAME:

716.04 Military Personnel Register Files

SYSTEM LOCATION:

Headquarters of Installations or Commands. Official mailing addresses are in the Appendix.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel; official visitors at Army installations, facilities, or activities.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains a copy of Department of the Army (DA) Form 647 or DA Form 647-1 (Personnel Register).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used as a source document for personnel accounting systems. Provides a record of Army personnel arriving at or departing from Army installations on permanent change of station or temporary duty. Used to record official visitors at Army installations or at any location where United States troops are on duty in connection with a civil disorder.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; loose leaf binders.

RETRIEVABILITY:

Filed in chronological order.

SAFEGUARDS:

Maintained in file cabinets or open storage areas.

RETENTION AND DISPOSAL:

Records are destroyed after 6 months.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army (HQDA), The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the Headquarters of the installation at which the individual was previously assigned or the visit occurred.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the commander of the installation where individual was assigned or the visit took place.

Written requests should contain the full name of the individual, grade, social security number, and date of arrival or departure.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from HQDA, (DAAG-AMP), Washington, DC 20314.

RECORD SOURCE CATEGORIES:

All information is collected directly from the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0718.01DAPC

SYSTEM NAME:

718.01 Military Award Case File

SYSTEM LOCATION:

Primary System: United States Army Military Personnel Center (MILPERCEN), 200 Stovall Street, Alexandria, VA 22332.

Decentralized Segments: Each Army command delegated authority for approval of an award.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel on active duty, members of reserve components, United States (US) civilians serving with US Army in a combat zone, and deceased former members of the US Army.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain recommendation for award; endorsements; transmittals; letters; memoranda; award board approvals/disapprovals; citation texts pertaining to the specific individual and award; Department of the Army (DA) letter orders/general orders; related papers supporting the recommendation; correspondence among (1) MILPERCEN, (2) service member, (3) Army Staff offices, (4) Army commands, (5) and individuals having knowledge/information relative to the service member concerned or the act or achievement stated in the recommendation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Chapters 57 and 357; Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Each Army command having authority for action for a specific award: To accomplish review; to authorize the award; to maintain the award case file of approved and disapproved recommendations.

MILPERCEN: To act as the Army element for Headquarters, Department of the Army (HQDA); to accomplish the review and to authorize the award of those awards/decorations which are not delegated or within the scope of authority of a subordinate element of the Army; to maintain the award case file of approved and disapproved recommendations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folder.

RETRIEVABILITY:

Records accessed by name.

SAFEGUARDS:

Records maintained in areas accessible only to authorized individuals.

RETENTION AND DISPOSAL:

Approved wartime or combat activities military award case files are retained permanently; approved case files for all other periods are destroyed after one year.

Disapproved military award case files are destroyed after six years.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

RECORD ACCESS PROCEDURES:

Written requests for information should include the full name, service identification number, grade and branch of service, name of award, and current address. Visits should be made to the organization/station of the service member or to the United States Army Military Personnel Center.

For personal visits, the visitor should be able to provide acceptable identification, i.e., military identification normally acceptable in the transaction of business.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determination may be obtained from HQDA (DAPC-MSS), 200 Stovall Street, Alexandria, VA 22332.

RECORD SOURCE CATEGORIES:

Recommendation for award (DA Form 638) with supporting records, forms, statements, letters, and related papers originated by persons other than the awardee and other individuals having information useful in making an award determination.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0720.04aDAPE

SYSTEM NAME:

720.04 Individual Correctional Treatment Files

SYSTEM LOCATION:

Records are located at installation detention/Army confinement and correctional facilities, to include the US Army Retraining Brigade, Ft Riley, Kansas. Major commands, whose addresses are in the appendix to Army systems of records, will provide location assistance.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any military member confined at an Army confinement or correctional facility as a result of, or pending, trial by courts-martial.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents and items of information relating to the administration of individual military prisoners in US Army confinement or correctional facilities; court-martial/confinement/release orders; records of disciplinary actions of a judicial or nonjudicial nature; military police reports; prisoner identification records; medical examination reports; requests/receipts for health and comfort supplies; clothing and equipment issue records; mail records and forms authorizing correspondence; individual prisoner utilization records; interview requests/counseling records; fingerprint cards; parolee agreements; inspection records on prisoners in segregation; documents reflecting custodianship of prisoner's personal funds and property; correspondence/orders concerning individual's past, present, or future duty assignments; documents concerning progress and training of confinees; and personal history data to include name, sex, social security number, date of birth, race, marital status, educational level, military rank levels and qualifications, skills test scores, and data relating to separation from service.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Sections 951 - 953.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

By Confinement/Correctional Facility Commander: To determine: initial custody classifications, when custody elevation is appropriate, work assignments, educational needs; to gauge prisoner's adjustment to confinement; to identify areas of particular concern to individual prisoners, and to determine individual's potential for future duty performance. Records may provide statistical data for research projects and managerial studies/reports concerning effectiveness of confinement/correctional programs.

Portions disclosed to Departments of Justice, Defense, and Army Staff agencies and commands; state and local criminal justice agencies established by law. Disclosure to law enforcement and investigatory agencies is for investigation and possible criminal prosecution, civil court actions or regulatory order. Disclosure to confinement/correctional system agencies is for use in the administration of correctional programs to include custody classification; employment,

training and educational assignments; treatment programs; clemency, restoration to duty and parole actions; verifications of military offenders' criminal records, employment records and social histories.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, punch cards, magnetic tapes and disks.

RETRIEVABILITY:

Alphabetically by prisoner's surname.

SAFEGUARDS:

Confinement facilities are secured. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained. Automated segments are further protected by controlled system procedures and code numbers.

RETENTION AND DISPOSAL:

Manual records on individual prisoners are destroyed 4 years after release of prisoner from confinement. Automated records used to provide statistical or managerial purposes are retained indefinitely; however, individually identifiable data are purged within 4 years of prisoner's release. (NOTE: Transfer of a prisoner from one confinement/correctional facility to another is not construed as release from confinement; upon transfer to another such facility, individual's record accompanies him.)

SYSTEM MANAGER(S) AND ADDRESS:

The Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained by writing to the commander of the confinement/correctional facility, or to the System Manager.

RECORD ACCESS PROCEDURES:

Individuals desiring access to their records may write to the Commander of the confinement/correctional facility where a prisoner, furnishing full name, SSN, present home address and approximate dates of confinement. Request must bear signature of the individual whose record it is.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Subjects, witnesses, victims, Military Police and US Army Criminal Investigation Command personnel and special agents, informants, various Department of Defense, Federal, state and local investigative and law enforcement agencies, departments or agencies of foreign governments; and any other individuals or organizations which may supply pertinent information.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Portions of this system which fall within 5 U.S.C. 552a(j)(2) are exempt from the following provisions of Title 5 U.S.C., Section 552a: (c)(3), (c)(4), (d), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(5), (e)(8), (f), and (g).

A0721.11aDAPE

SYSTEM NAME:

721.11 Individual Correctional Treatment Files

SYSTEM LOCATION:

Primary System: United States (US) Disciplinary Barracks, Ft Leavenworth, KS 66027.

Decentralized Segment: Federal penal institutions to which prisoner may have been transferred.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any military member confined at the US Disciplinary Barracks.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains documents related to the administration of individual military prisoner in US Disciplinary Barracks: court-martial orders, release orders, confinement orders, medical examiner's reports, requests and receipts for health and comfort supplies, reports and recommendations relative to disciplinary actions, clothing and equipment issue records, forms indicating authorized correspondence by prisoner, mail records, personal history records, individual prisoner utilization records, requests for interview, initial interview, fingerprint cards, military police reports, prisoner identification records, parolee agreements, inspection record of prisoner in segregation, documents relating to the custodianship of personal funds and property of prisoners, former commanding officer's report, parents' report, wife's report, classification recommendations, admission classification summary, request to transfer prisoner, social history, clemency actions, psychologist's report, psychiatric and sociologic report, certificate of parole, certificate of release from parole, assignment progress reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Sections 951, 952 and 953, Chapter 48, 'Military Correctional Facilities'.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Commandant, US Disciplinary Barracks and Staff: To determine initial custody classifications; to determine when custody elevation is appropriate; to gauge prisoner's adjustment to confinement; to identify areas of particular concern to individual prisoners; to determine work assignment; to determine educational needs; serves as basis for correctional treatment; serves as basis for clemency, parole and restoration considerations.

Portions disclosed to Departments of Justice, Defense and Army Staff agencies and commands; state and local criminal justice agencies established by law. Disclosure to law enforcement and investigatory agencies is for investigation and possible criminal prosecution, civil court actions or regulatory order. Disclosure to confinement/correctional system agencies is for use in the administration of correctional programs to include custody classification; employment, training and educational assignments; treatment programs; clemency, restoration to duty and parole actions; verifications concerning military offenders' civil or military criminal records, employment records and social histories.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; disk.

RETRIEVABILITY:

Filed alphabetically by last name of prisoner; social security number (SSN), register number, alpha.

SAFEGUARDS:

Records and disk are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Files pertaining to military personnel will be forwarded to National Personnel Records Center (NPRC), St Louis, MO 63132, 3 months after release from confinement; or if individual is released

on parole, the files will be forwarded 3 months after expiration of parole. Files pertaining to civilian personnel (former military members who received a dishonorable discharge) will be retired to NPRC (Civilian), St Louis, MO 63118, 3 years after release from confinement; or if individual is released on parole, the file will be retired 3 years after expiration of parole. Transfer of a prisoner from one facility to another is not construed as release from confinement. When a prisoner is transferred to another facility his file is transferred with him.

Disks are retained permanently at the US Disciplinary Barracks.

SYSTEM MANAGER(S) AND ADDRESS:

The Deputy Chief of Staff for Personnel, Headquarters, Department of the Army;

Commandant, US Discliplinary Barracks.

NOTIFICATION PROCEDURE:

See Exemption.

RECORD ACCESS PROCEDURES:

See Exemption.

CONTESTING RECORD PROCEDURES:

See Exemption.

RECORD SOURCE CATEGORIES:

Subjects, witnesses, Military Police and US Army Criminal Investigation Command personnel and special agents, informants, various Department of Defense, Federal, state and local investigative and law enforcement agencies, departments or agencies of foreign governments, and any other individuals or organizations which may supply pertinent information.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a (j) or (k) as applicable. For additional information, contact the Systems Manager.

A0722.02DACH

SYSTEM NAME:

722.02 Baptism, Marriage, and Funeral Files

SYSTEM LOCATION:

Primary System: Office, Chief of Chaplains, Department of the Army, ATTN: DACH-AMW, Washington, DC 20310. Records from 1917 - 1952 are in the National Archives; records from 1953 - 1977 are in the Washington National Records Center (WNRC), Washington, DC 20409, and the Office, Chief of Chaplains.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any service member, dependent of service member, authorized civilian personnel, and retired service member for whom an Army chaplain has performed a baptism, marriage, or funeral at an Army installation.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain individual records of baptism, marriage, and funeral as submitted by the officiating Army chaplain. Records of baptism, marriage, and funeral for the period 1917 - 1955 are reported by the officiating chaplain on a Chaplains Monthly Report. Information may also be provided by religious denominational headquarters offices.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3547.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

For personal use of service members, their dependents, and authorized civilain personnel.

Army Mutual Aid Association: To provide proof of marriage for insurance purposes.

Baptism records provide age proof when birth records are unavailable.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Chaplains Monthly Reports for period 1917 - 1952 are on file in paper record form at WNRC. Records of baptism, marriage, and funeral for period 1952 - 1975 are retained in the Office, Chief of Chaplains and are reproduced from roll microfilm. Paper records are on file in Office, Chief of Chaplains for period January 1976 - October 1977 pending microfilming.

RETRIEVABILITY:

Filed aphabetically by last name. Records of marriage are filed alphabetically by last name of groom. Records of funeral are filed alphabetically by last name of deceased person.

SAFEGUARDS:

Building employs security guards at all times.

RETENTION AND DISPOSAL:

Records dated 1953 - 1977 are retained for 50 years. System of maintenance of these records was discontined 1 October 1977.

SYSTEM MANAGER(S) AND ADDRESS:

The Office, Chief of Chaplains, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Headquarters, Department of the Army
(DACH-AMW)
Room 1E-417
The Pentagon
Washington, DC 20310
Telephone: Area Code 202/695-1107.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Headquarters, Department of the Army (DACH-AMW), Room 1E-417, The Pentagon, Washington, DC 20310.

Written requests for information should specify type of record requested.

Baptism: Full name of person baptized; approximate date; names of parents (maiden name of mother); name of chaplain, if known; and place of baptism.

Marriage: Full name of groom and maiden name of bride; approximate date; name of installation at which marriage was performed; and name of chaplain, if known.

Funeral: Name of deceased person, year of death, and name of next-of-kin.

Requester may visit Office, Chief of Chaplains, Room 1E-417, The Pentagon, Washington, DC 20310 with proof of identity for his/her own record or that of his/her dependent, and sign a receipt for same.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Records created by Army chaplains and authorized civilian clergypersons who perform pastoral duties for service personnel and their dependents, and authorized civilian personnel, and submit the same to the Office, Chief of Chaplains.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0722.05aDACI

SYSTEM NAME:

722.05 Chaplain Counseling/Interview Files

SYSTEM LOCATION:

Army installations. Official mailing addresses are in the Department of Defense (DOD) directory in the Appendix.

In privileged files of individual Army Chaplains on Army installations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army members, their dependents and any other persons who have received counseling of a privileged nature from the Chaplain maintaining the file.

CATEGORIES OF RECORDS IN THE SYSTEM:

Memoranda and resume of counseling interview sessions between Chaplain and individual counseled.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 44 U.S.C., Section 3107.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Maintained by the Chaplain for use in counseling.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders or card holder files.

RETRIEVABILITY:

Filed by name of individual counseled.

SAFEGUARDS:

Files are stored in locked cabinets, desks or other appropriately secured containers. Access is only by the Chaplain maintaining the file and the individual to whom the file material pertains.

RETENTION AND DISPOSAL:

Retained until superseded, obsolete, or no longer needed for reference; then destroyed by shredding, pulping or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Chaplain/Army Installations; and Chief of Chaplains, Department of the Army (DA), Washington, DC 20310.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determination may be obtained from the Chief of Chaplains, DA, DACH-AMB, Washington, DC 20310.

RECORD SOURCE CATEGORIES:

Information obtained from individual counseled.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0722.06aDACH

SYSTEM NAME:

722.06 Religious Census, Education, and Registration Files

SYSTEM LOCATION:

Chaplains at Army installations. Official mailing addresses are in the Department of Defense (DOD) directory in Appendix.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All of the following personnel who voluntarily participate: active duty military personnel, retired military personnel, reserve personnel, dependents of military personnel, and Army civilian employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Post Chaplains at various Army installations may have personal data and other information relative to religious census, education needs by age groups, individual faith groups, or denomination, and/or registration for religious education.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 44 U.S.C., Section 3107.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide data on religious education/training or needs of faith groups, denominations, or religious sects. Used by Chaplains, chapel management personnel, lay or salaried personnel in a supervisory position. Used to determine and administer educational or training needs in interpersonal relationship, social, spiritual, and humanitarian welfare that meet the needs of the military community served. To record attendance, training accomplished, participation, and spiritual growth.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and/or card files.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and/or by person(s) responsible for servicing the record system in performance of their official duties.

RETENTION AND DISPOSAL:

Retained in office files until reassignment or separation, then destroyed. Retained in office files until graduation or elimination from training and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chaplains at Army installations.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the SYSMANAGER (Installation Chaplain) where the individual participated in religious programs.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determination may be obtained from the Chief of Chaplains, Department of the Army, DACH-AM, Washington, DC 20310.

RECORD SOURCE CATEGORIES:

From individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0723.01DAAG

SYSTEM NAME:

723.01 Entertainment Case Files

SYSTEM LOCATION:

Recreation Services Directorate; Armed Forces Professional Entertainment Office, The Adjutant General Center, (DAAG-RE-P), Forrestal Building, Washington, DC 20314.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who, either as an individual entertainer or as a member of

an entertainment group, performed for the Armed Forces overseas and was sponsored by the United Service Organizations, Inc. (USO) and/or Armed Forces Professional Entertainment Office.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains 2 types of automated records: (1) individual, (2) group. Both files contain individual's legal name, social security number (SSN), name of entertainment group, circuit toured, year of tour, length of tour, professional specialty, professional name, and circuit evaluation of the tour.

In addition, manual files contain National Agency Check (NAC) for each individual, invitational travel orders, and travel vouchers with substantiating documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To administer the Armed Forces Professional Entertainment Program.

To identify all individuals and groups which have toured.

To provide information to the USO concerning the past tour history of individuals or groups.

To provide statistics concerning the number of individual entertainers, number of entertainers in location and total tour days.

To answer inquiries from various federal agencies concerning whether or not a particular individual either singly or as a member of a group has toured for the Armed Forces Professional Entertainment Program.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, individual data record cards, magnetic tapes, disk, computer printouts.

RETRIEVABILITY:

Paper record files are by entertainment group number and year of tour; data cards are alphabetical by individual's name. Automated file is in alphabetical sequence by legal name, with SSN and group name. Either identifier can be used to retrieve information.

SAFEGUARDS:

Buildings employ security guards. Paper files are stored in office with lock. Computer printouts are maintained in a single area where only authorized, properly screened personnel have access; computers are housed in a secure area requiring special authorization and screening prior to admittance. Computer tapes are maintained in a secure vault.

RETENTION AND DISPOSAL:

Paper records in file folders are retained for 2 years; data cards and computer tape records are permanently maintained.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters Department of the Army (HQDA), The Pentagon, Washington, DC 20310 or Director, Recreation Services, The Adjutant General Center (DAAG-RE-P), Forrestal Building, Washington, DC 20314.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQDA (DAAG-RE-P)
Room 5A 081
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-8230

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: HQDA (DAAG-RE-P), Room 51 081, Forrestal Building, Washington, DC 20314.

Written requests for information should contain the full legal name of the individual, SSN, current mailing address and telephone number, and the case (control) number that appears on all correspondence received from this office. Visits may be made to this office during normal working hours.

For personal visits, individuals are required to present positive information that can be verified with the case folder.

CONTESTING RECORD PROCEDURES:

The Army rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information contained in this file is obtained from individual entertainers, NAC forms, the commands and installations toured, the USO, and entertainers' agents or authorized spokesman.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0723.03aDAPE

SYSTEM NAME:

723.03 Civilian Season Ticket Holders File

SYSTEM LOCATION:

Army Athletic Association, United States Military Academy (USMA).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian season priority football ticket holders.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record contains name, address and social security number of ticket holder, number of season tickets purchased, and location of seats within the football stadium.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 4334.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide address labels and reference files for use by employees of the Army Athletic Association (AAA).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer punch cards.

RETRIEVABILITY:

Filed alphabetically by name of ticket holder and numerically by priority numbers.

SAFEGUARDS:

Records are maintained in an area accessible only to authorized personnel employed by the AAA.

RETENTION AND DISPOSAL:

Records are retained 1 year from date of purchase.

SYSTEM MANAGER(S) AND ADDRESS:

Custodian, AAA, USMA, West Point, NY 10996.

NOTIFICATION PROCEDURE:

Information may be obtained from:
AAA
Bldg 727
USMA
West Point, NY 10996
Telephone: Area Code 914/446-4996

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to: AAA, Bldg 727, USMA, West Point, NY 10996.

Written request for information should contain full name of individual and current address.

For personal visit, the individual should be able to provide acceptable identification, such as season priority number and driver's license.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the Custodian, AAA, USMA, West Point, NY 10996.

RECORD SOURCE CATEGORIES:

Individual's application for season tickets.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0723.08bDAPE

SYSTEM NAME:

723.08 Army Athletic Association Membership File

SYSTEM LOCATION:

Army Athletic Association (AAA), United States Military Academy (USMA), West Point, NY 10996

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Graduates of the USMA; present and past members of the Staff & Faculty, USMA; and ex-cadets with more than 6 months' honorable service enrolled at the USMA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Addressograph plates, with a file card attached.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To establish membership with the AAA to provide addresses of members of the Association for mailing ticket applications and information of the Association, and to record the payment of membership dues.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Addressograph plates with file card attached in a vertical tray file.

RETRIEVABILITY:

Filed alphabetically by last name of member.

SAFEGUARDS:

Records are maintained in an area accessible only to authorized personnel employed by the AAA. Records are stored in steel locked cabinets.

RETENTION AND DISPOSAL:

Records are permanent. They are retained in active file upon payment of annual dues. Addressograph plates are destroyed upon non-payment of dues at the beginning of a fiscal year; the attached file card is then placed in the inactive file permanently.

SYSTEM MANAGER(S) AND ADDRESS:

Custodian, AAA, USMA, West Point, NY 10996.

NOTIFICATION PROCEDURE:

Information may be obtained from:
AAA
Bldg 727
USMA
West Point, NY 10996
Telephone: Area Code 914/446-4996

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: AAA, Bldg 727, USMA, West Point, NY 10996.

Written request for information should contain full name of individual, current address, and membership number.

For personal visit, the individual should be able to provide acceptable identification, membership card, driver's license, military identification card.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the Custodian, AAA, USMA, West Point, NY 10996.

RECORD SOURCE CATEGORIES:

Individual application for membership and renewal application.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0723.08cDACS

SYSTEM NAME:

723.08 Pentagon Officers' Athletic Center Membership File

SYSTEM LOCATION:

Pentagon Officers' Athletic Center, Room BG-877, The Pentagon, Washington, DC 20310.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty member: Officers of the Armed Forces of the United States (US) on active duty.

Associate Member.

Reserve Associate: Officers of the Armed Forces of the US actively participating in a reserve/drill unit, presenting proper credentials.

Retired Associate: Officers on the retired list of the Armed Forces of the US, retired with privileges, holding gray identification cards.

Enlisted personnel on active duty who are assigned to duty stations in The Pentagon.

Sponsored Civilian Associate: Civilian employees of the Department of Defense (DOD) in the Military District of Washington (MDW), who are GS-11 and above, sponsored by an active duty member of the Center and approved by the Board of Governors; and those civilian employees of the DOD in grade GS-10 and below (including Wage Board equivalents) whose principal place of duty is in The Pentagon, and who are sponsored by an active duty member of the Center and approved by the Board of Governors.

Foreign Associate: Officers of the Armed Forces of other nations on duty with the DOD in the MDW.

Exchange Officer Associate: State Department Foreign Service Officers, FSO/FSR-4 or above, who are assigned to DOD agencies.

Uniformed Services: Those officers on active duty in the Public Health Service and the National Oceanic and Atmospheric Agency.

Honorary Members: Those individuals, for tenure in office, who have distinguished themselves in service to DOD.

CATEGORIES OF RECORDS IN THE SYSTEM:

Addressograph plates, with file card.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To establish membership with the Pentagon Officers' Athletic Center, to provide addresses of members of the Center for mailing information and billing statements, and to record the payment of membership dues.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Addressograph plates with file card attached in a vertical tray file.

RETRIEVABILITY:

Filed alphabetically by last name of member in each category of membership.

SAFEGUARDS:

Records are maintained in an area accessible only to authorized personnel employed by the Pentagon Officers' Athletic Center. Records are stored in steel locked cabinets.

RETENTION AND DISPOSAL:

Records are retained in active file upon payment of annual dues. Addressograph plates are destroyed upon non-payment of dues or termination of membership. The attached file card is then placed in the inactive file permanently.

SYSTEM MANAGER(S) AND ADDRESS:

Secretary, Pentagon Officers' Athletic Center, Room BG-877, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Pentagon Officers' Athletic Center
Room BG-877
The Pentagon
Washington, DC 20310
Telephone: Area Code 703/521-5020

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: The Pentagon Officers' Athletic Center, Room BG-877, The Pentagon, Washington, DC 20310.

Written request for information should contain full name of individual, current address, and membership number.

For personal visit, the individual should be able to provide acceptable identification, membership card, driver's license, military identification card.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the Secretary, Pentagon Athletic Center, Room BG-877, The Pentagon, Washington, DC 20310.

RECORD SOURCE CATEGORIES:

Individual application for membership and renewal application.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0723.09aDAAG

SYSTEM NAME:

723.09 Recreation Services Program Files

SYSTEM LOCATION:

All offices of the Army Recreation Services (i.e., Library, Dependent Youth Activities, Music and Theatre, Arts and Crafts, Recreation Centers, Outdoor Recreation, and Sports) at Army installations worldwide. Official mailing addresses are in the organizational directory in the Appendix.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All active and retired military personnel and their dependents, Department of the Army (DA) civilians and dependents, and all other civilians using Army-sponsored Recreation Services Programs worldwide.

CATEGORIES OF RECORDS IN THE SYSTEM:

Arts and Crafts: Contests for Interservice Photography, all Army Art and Designer/Craftsman Contests;

Music and Theatre: Equipment check-out files, registration for training; Recreation Center: chess tournament participation; award; equipment check-out files, part-time personnel and director listings,

Sports: individual bowling and golf handicap scores, athletic team rosters (all sports), applications for higher level sports, equipment check-out files, sign-in rosters for use of recreation facilities, payroll files of contract sports officials, duty roster for facility work schedule, receipts for awards, golf and swimming pool memberships.

Dependent Youth Activities and registration files; Outdoor Recreation reservations files for recreational lodging facilities.

Records of boating, skiing, swimming, hunting, scuba, and other activity safety and instruction classes; identification files and cards for use at equipment check-out facilities.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Arts and Crafts: To record participation in contest activities and for publicity purposes;

Music and Theatre: To record individual loan of government equipment, maintain records on program training;

Recreation Center: To record participation in chess tournaments and for publicity purposes, receipt for awards; to account for property loaned for personal use in recreation center to maintain records on program volunteers, and to maintain a listing of all recreation directors worldwide;

Sports: Scores are used in competitive ratings, rosters are used to assemble teams in all sports, applications for higher level sports are retained to assemble teams in higher level sports programs; equipment check-out files are maintained to account for govern- ment property; sign-in rosters for use of facilities are maintained for resources management purposes; payroll files for sports officials paid by the United States Army are maintained to account for expenditure of government funds; duty rosters are maintained for administrative management purposes; receipts for awards are maintained to account for government disbursement of funds; memberships in athletics activities are maintained to account for participation in various sports;

Dependent Youth Activities: To verify payment of registration fees and charges and parental consent; to provide locator data, physical characteristics and personal data in order to organize athletic teams, committees, volunteers, activity groups, special interest classes, clinics, and local units of national youth groups such as Boy Scouts, Girl Scouts, Camp Fire Girls, and 4-H Clubs.

Outdoor Recreation: To identify personnel who have completed safety and/or instruction courses, paid fees, checked out equipment or qualify as group leaders, instructors, facility managers, or program volunteers.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders. Selected data automated for management facility on tapes, disks, and cards.

RETRIEVABILITY:

Filed alphabetically by last name of subject.

SAFEGUARDS:

Records maintained in files accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Destruction is authorized upon completion of activity or when information is superseded, obsolete, or no longer needed.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from Recreation Services officers at Army Recreation Services Offices.

RECORD ACCESS PROCEDURES:

Requests for assistance should be addressed to Recreation Ser- vices officers at Army installations having appropriate programs.

For personal visits, individual must provide full name, social security number, and acceptable proof of identity (e.g., driver's license, employee or military identification card).

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determination may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

From the individual concerned, Department of the Army organizations, other Department of Defense organizations and agencies of the Federal Government.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0725.01aDAAG

SYSTEM NAME:

725.01 Child Care Centers Registration Files

SYSTEM LOCATION:

Child Care Centers, Army wide: Official mailing addresses are in the Appendix.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any of the following who use Child Care Center services: active duty and retired military personnel and their dependents; members of the military Reserve components on active duty for training and their dependents; Department of the Army (DA) civilians overseas and their dependents overseas and in Continental United States (US) where local civilian resources are not available; and other personnel designated by the Commander.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents include, but are not limited to, parent's/guardian's name, grade or rank, social security number (SSN), home address and telephone number; duty address and telephone number; signature of parent/guardian for emergency notification; child's name, birthdate, medical information including allergies, immunization dates; remarks and observations by Child Care Center employees, parents, or physician; and financial records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Child Care Centers: to obtain information necessary to identify each child; to provide assistance or service required; to coordinate and facilitate other agency services; to facilitate referrals and complete follow-up actions to Army and civilian health and welfare departments or agencies as required; to main- tain a record of services provided for analysis and evaluation of Child Care Center Programs.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Card files and paper files in folders/ machine readable disks.

RETRIEVABILITY:

Alphabetically by surname of parent/ guardian/SSN.

SAFEGUARDS:

Records are maintained in the Child Care Center office and are accessible only to authorized personnel. Personal data is safeguarded to the same degree as material marked 'FOR OFFICIAL USE ONLY'; positive identification and authorization to access data is established prior to releasing personal data to an individual. Output products and storage media of automated files are labeled ' PERSONAL DATA - PRIVACY ACT OF 1974 (PL 93-579); paper products, such as listings, cards, paper tape, and carbons, are disposed of by tearing into pieces to render unreadable, shredding, pulping, macerating, burning, or burial. For computerized segments, computer systems(s)/remote terminals(s) are housed in designated controlled areas. The entire system is under lock and key when not in use.

RETENTION AND DISPOSAL:

Destroyed after 2 years, or on discontinuance, whichever comes first; may be transferred from one Child Care Center to another upon transfer of child.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, Washington, DC 20310.

Installation Commanders.

Directors of the Child Care Centers.

NOTIFICATION PROCEDURE:

Information may be obtained from Director of Army Installation Child Care Center. Requesting individual must present name, rank, SSN, and proof of identification.

RECORD ACCESS PROCEDURES:

Requests for assistance should be addressed to the installation commander.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting con- tents and appealing initial determination are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Director of Child Care Center and individual receiving service.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0725.01bDAAG

SYSTEM NAME:

Family Life Communications Info and Referral Service.

SYSTEM LOCATION:

Primary system exists at Headquarters, Department of the Army, Quality of Life Office, the Pentagon, Washington, D.C. 20310.

Decentralized segments exist within Family Assistance/Quality of Life Offices/Army Community Service Centers at major commands and installations Army-wide. Addresses are contained in the appendix to the Army inventory of system notices published at 44 FR 73729, December 17, 1979.

Statistical data will be maintained by the Office, Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, Washington, D.C. 20310.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army service members, civilian employees, their families, social service organizations (Federal, state, local) acting on behalf of the member, employee, or family member. Other military service personnel and civilian employees may be included when such individuals are stationed with Army elements.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, mailing address and telephone number of the individual; documentation reflecting nature or basis of service desired or required in the following typical matters, but only to the extent or degree required to determine the proper office, command, or installation that should handle details, resolve problems, or provide responses, or to best answer the inquiry: pay, medical, education, housing, voting, commissary/exchange privileges and practices, community service programs provided by chaplains, alcohol/drug abuse, Equal Employment

Opportunity program, etc., and related processing papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records are used by the Department of the Army to provide family assistance to service members (active duty/reserve/retired), civilian employees and their families in programs that affect family life. Statistical data may be provided commanders or managers at all levels of the Army in support of their functions or programs.

Information may be disclosed to bonafide Federal, state, or local social service or welfare organizations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

At the primary site, records are maintained in manual files. At major Army commands and installations, information and data may be stored on magnetic tape, disk, cassette, or dataphone message tapes in addition to manual folders and on computer printouts.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are maintained in buildings guarded by security personnel and rooms are secured by locked doors when not in use. During duty hours, records are used only by authorized personnel, with disclosure limited to agency personnel whose official duties require handling. Automated records are protected by an authorized password system for access terminals, controlled access to operation rooms, and controlled output distribution.

RETENTION AND DISPOSAL:

Information will be retained for 2 years following resolution of the problem or provision of information, after which it will be destroyed. Automated records used to provide statistical data may be retained indefinitely; however, individually identifiable data are purged within 2 years following the resolution of the problem or provision of information.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, Quality of Life Office, The Pentagon, Washington, D.C. 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to inquire whether this system of records contains information about them should contact either the SYSMANAGER or the major Army command or installation to which initial inquiry was directed.

Written requests for information should include the full name, social security number, current address and telephone number of the requester.

For personal visits, the individual should be able to provide some acceptable identification such as valid driver's license, student or employer identification card, building pass, social security account card, etc.

RECORD ACCESS PROCEDURES:

Individuals seeking access should follow the procedures in 'Notification procedure' above.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; his/her family; social or welfare organizations under Federal, state, or local jurisdiction; official military/civilian records; other Components of the Department of Defense.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0725.01cDAPC

SYSTEM NAME:

725.01 Personnel Actions - Personal Affairs

SYSTEM LOCATION:

Primary: United States Army Military Personnel Center (USAMILPERCEN) 200 Stovall Street, Alexandria, VA 22332.

Decentralized segments: Each Major Command, installation, or- ganization and/or unit.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Commissioned officers, warrant officers, and enlisted personnel on active duty.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence, inquiries, applications and other administrative communications pertaining to dependent assistance, personal in- debtedness, lack of support, identification and claims under Civilian Health and Medical Program of the Uniformed Services, marriage in overseas areas, paternity claims, health and welfare actions, and other actions related to a service member which originate from sources other than the individual concerned.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012; Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

USAMILPERCEN: To record special action considerations pertaining to an active service member as defined in the record category.

Decentralized segments: Same as USAMILPERCEN.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and card index file.

RETRIEVABILITY:

Access is by surname of service members.

SAFEGUARDS:

Files are stored in areas accessible only to authorized civilian employees and military members.

RETENTION AND DISPOSAL:

Files are cut off annually and destroyed after 2 years.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, USAMILPERCEN, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the appropriate decentralized element or from USAMILPERCEN, 200 Stovall Street, Alexandria, VA 22332.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the SYSMANAGER or to the appro- priate decentralized element. Addresses of the decentralized element may be obtained from the Department of Defense directory in the Appendix. Visits may be made to the decentralized ele- ments or to USAMILPERCEN.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Correspondence and communications from persons indicated in record category and military personnel records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0725.01dDAAG

SYSTEM NAME:

725.01 Personal Affairs Army Community Service Assistance Files

SYSTEM LOCATION:

Army Community Service (ACS) Centers at installations Army-wide. Official mailing addresses are in the Appendix.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any of the following who receive ACS assistance: active duty and retired military personnel and their dependents; members of components on active duty for training and their dependents; Department of the Army (DA) civilians overseas and their dependents overseas and in Continental United States (CONUS) where local civilian resources are not available; widows, widowers and other next-of-kin, regardless of dependency status, of military personnel who were on active duty or retired at time of decease; next-of-kin of prisoner of war/missing in action (POW/MIA) of all Armed Services; and other personnel designated by the Commander.

Army Community Service (ACS) Program volunteers.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents accumulated by ACS Centers include, but are not limited to, contact summaries, progress notes, referral forms, problem statements used to provide referral and follow-up, financial aid, exceptional children assistance, child advocacy assistance, relocation services, emergency assistance, counseling, community life services, general assistance, and similar services. ACS volunteer service records. (See Department of the Army (DA) Form 3063-R, Army Regulation 608-1 for detailed services provided.)

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

ACS Centers: To obtain information necessary for providing the assistance or service required; to coordinate and facilitate other agency services; to facilitate referrals and complete follow-up actions; to maintain a record of services provided for purposes of analysis and evaluation of ACS Center program; to maintain record of household items loaned; to communicate between losing and gaining ACS activities concerning unresolved, continuing, or anticipated personal problems of individuals; to develop and coordinate ACS volunteer services and determine volunteer qualifications for task assignments and awards.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Records maintained in ACS files accessible only to ACS Officer and authorized ACS staff.

RETENTION AND DISPOSAL:

Destroyed after 2 years, or on discontinuance, whichever comes first; may be transferred from one ACS Center to another upon permanent change of station (PCS) of client.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Installation ACS Officers.

NOTIFICATION PROCEDURE:

Information may be obtained from Installation ACS Officers. Requesting individual must provide full name, rank, social security number, and military status, together with current military or dependent identification card.

RECORD ACCESS PROCEDURES:

Requests for assistance should be addressed to ACS officers at installations having ACS Centers.

CONTESTING RECORD PROCEDURES:

The Army's rules for obtaining access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

ACS Officers and individuals receiving assistance.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0725.06aDAAG

SYSTEM NAME:

725.06 Army Emergency Relief Transaction File

SYSTEM LOCATION:

Army Emergency Relief (AER) offices, Army-wide. Official mailing addresses are in the Appendix.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any of the following who receive AER financial assistance: active duty Army personnel and their dependents; members of all components of the Army retired after completion of 20 or more years of active duty and their dependents, and members of all components of the Army retired by reason of physical disability in line of duty and their dependents; dependents of Army personnel missing in action; and eligible widows and orphans of extended active duty Reserve component or Army of the United States (AUS) personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents accumulated by AER branches and sections, including financial and loan reports, applications for financial assistance, acknowledgments of remittance and assistance received, collection and indebtedness documents, cash books, loan ledgers, control ledgers, canceled checks, prenumbered receipts, and similar documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Record and control over loans and repayment actions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and card files.

RETRIEVABILITY:

Filed alphabetically by last name of applicant.

SAFEGUARDS:

Records maintained in AER files accessible only to AER Officer and authorized AER staff.

RETENTION AND DISPOSAL:

Records are active until loan is paid or determined uncollectable and then kept 2 years in AER office and 1 year in records holding area (RHA); then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, Washington, DC 20310.

Director, Army Emergency Relief, Department of the Army, Washington, DC 20314.

Installation AER Officers.

NOTIFICATION PROCEDURE:

Information may be obtained from AER Officers at install- ation AER offices. Requesting individual must provide full name, rank, social security number, military status, date and social security number, military status, date and place place where last AER loan was obtained and current military or dependent ID card.

RECORD ACCESS PROCEDURES:

Requests for assistance should be addressed to AER Officers at installations having AER offices.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

AER Officers and individual applicants for assistance.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0726.06DAAG

SYSTEM NAME:

Casualty Information System (CIS).

SYSTEM LOCATION:

The Adjutant General's Office, Headquarters, Department of the Army, Alexandria, VA 22331. A manual segment of this system pertaining to Army reserve members not on active duty exists at the U.S. Army Reserve Components Personnel and Administration Center, St. Louis, MO 63132.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army personnel who are reported as casualties in accordance with casualty notification procedures specified in Army Regulation 600-10.

CATEGORIES OF RECORDS IN THE SYSTEM:

Computer data base contains information on casualties since 1961, including name, social security number (SSN), date of birth, branch of service, organization, duty, Military Occupational Specialty, rank, sex, race, religion, home of record, and other pertinent information related to one's casualty status. Manual records include DD Form 1300, nofification/certificate of death, and documents pertaining to Servicemen's Group Life Insurance.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., Section 3012; Public Law 93-289.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information from the historical statistical record is used to provide monthly statistics to Army and Defense components of the type, number, place and cause of death of Army members and to respond to public inquiries. Pertinent data may be disclosed to Office, Servicemen's Group Life Insurance for payment of insurance to beneficiary.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tapes, computer printouts, punch cards, and paper records.

RETRIEVABILITY:

By name, SSN.

SAFEGUARDS:

All information is restricted to a secure area in buildings which employ security guards. Computer printouts and magnetic tapes and files are protected by password known only to properly screened personnel possessing special authorization for access.

RETENTION AND DISPOSAL:

Records are permanent. Original DD Form 1300 exists in member's official Military Personnel File; copy of this form and documents relevant to Servicemen's Group Life Insurance are retained only until settlement of insurance claims, after which they are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General's Office, Headquarters, Department of the Army (ATTN: DAAG-PEC), Alexandria, VA 22331.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager; information relating to Servicemen's Group Life Insurance may be obtained from the Commander, US Army Reserve Components Personnel and Administration Center, ST Louis, MO 63132.

RECORD ACCESS PROCEDURES:

Written requests should contain the individual's name, current address and telephone number, and should identify the person who is the subject of the inquiry by name, rank and SSN. For personal visits, individual should provide acceptable identification such as a valid driver's license, or other normally acceptable business identification.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From casualty reports received from Army field commands or from next-of-kin who provide notification or certificate of death.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0727.01DAPC

SYSTEM NAME:

727.01 Misconduct/Unfitness/Unsuitability Discharge Board Proceedings File

SYSTEM LOCATION:

Primary System: United States Military Personnel Center (MILPERCEN).

Decentralized Segments: US Army commands having authority to appoint appropriate boards and approve findings thereof.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any Army member whose unfitness, unsuitability, or misconduct is of such a nature that warrants his appearance before a properly constituted board for a determination of his continuance in the service or his discharge therefrom.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains orders appointing the board; verbatim testimony of individuals who appear before the board; personnel records/ forms, papers/documents relating to the individual concerned.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The appointed Board: To determine the continuance in service or the separation of the service member who has been directed to appear before the board.

Department of the Army Commands and Staff agencies: To accomplish required administrative actions and for review of board proceedings for accuracy, completeness, and adherence to policy.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by name.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Records of board proceedings which are approved for separation of the individual are permanent and become a part of the official military personnel file. Records of board proceedings and related papers which do not result in separation of the service member are filed in the appropriate command for 2 years and destroyed in accordance with existing files destruction plans and schedules.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander
United States Army Military Personnel Center
200 Stovall Street
Alexandria, VA 22332

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: (1) National Personnel Records Center, General Services Administration, 9700 Page Blvd, St Louis, MO 63132 if separated; (2) The Command/ organization/Army element where the service member is assigned, if retained in service.

For personal visits, the individual should provide acceptable military identification or identification normally used in the transaction of civilian business and verbal information that can be verified from the subject file.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from Headquarters, Department of the Army (DAPC-MSO) 200 Stovall Street, Alexandria, VA 22332.

RECORD SOURCE CATEGORIES:

Correspondence directing appearance before a duly appointed board; source records pertaining to the alleged misconduct, unfitness, unsuitability; personnel records of individual directed to appear; testimony of witnesses; depositions; affidavits and related papers presented to the board to support and/or refute pertinent allegations. Other records/forms/documents/papers accumulated by the board for information used in reaching a conclusion and formulating a decision.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0727.05aOSA

SYSTEM NAME:

727.05Army Council of Review Boards Files

SYSTEM LOCATION:

Army Council of Review Boards, Office, Secretary of the Army (SFRB), The Pentagon, Washington, DC 20310.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of active Army and former members of active Army, and prospective enlistees/inductees eliminated or denied enlistment who have cases pending or under consideration by the Army Council of Review Boards or any of its component boards.

CATEGORIES OF RECORDS IN THE SYSTEM:

Index files contain copies of Board proceedings, hearing transcripts, and findings of Boards.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Sections 1214, 1216, 1553, and 1554.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Army Discharge Review Board: to hear appeals from former active duty Army members separated administratively.

Army Disability Rating Review Board: to hear appeals from former Army members retired with or for physical disability.

Army Physical Disability Appeal Board: to hear from active duty Army members being eliminated for physical disability under provisions of Army Regulation (AR) 635-40.

AD-HOC Review Board: to conduct automatic review of officer-qualified resignations under provisions of AR 635-100, grade determinations of all former Army members with combined active and former service greater than 30 years and retired at a grade less than the highest grade ever held, or any other matters that the Secretary of the Army may direct.

Army Security Review Board: to conduct automatic review of officer elimination or denial of induction of Selective Service Registrants or inductees or active duty members eliminated under provisions of AR 604-10.

All Review Boards: to respond to inquiries from individuals, counsel, Members of Congress and other Federal agencies concerning the status and disposition of cases.

Other Army Agencies from which expert comment may be required: to review records and make recommendations within their areas of jurisdiction.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File cards.
Paper records in file folders.

RETRIEVABILITY:

Grouped by individual boards, and thereunder filed alphabetically by last name of individual.

SAFEGUARDS:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel and classified records are kept in locked safes.

RETENTION AND DISPOSAL:

File cards are historical and maintained permanently.

Working files are retained, on a calendar year basis, for the current year in which a case is closed, plus 1, then are destroyed after 5 years.

SYSTEM MANAGER(S) AND ADDRESS:

The Special Assistant to the Under Secretary of the Army, Office, Secretary of the Army, The Pentagon, Eashington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from:

Office, Secretary of the Army
Army Council of Review Boards
Room 1E474
The Pentagon
Washington, DC 20310
Telephone: Area code 202/697-3071

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Office, Secretary of the Army, Army Council of Review Boards, Room 1E474, The Pentagon, Washington, DC 20310.

Written requests for information should contain the full name of the individual, current address and telephone number, and the type of case involved. Visits are limited to the Army Council of Review Boards, The Pentagon, Washington, DC 20310.

For personal visits, the individual should be able to provide some acceptable identification, such as driver's license or employing office identification card, and give some verbal information that can be verified with his case folder.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Official Military Personnel Files and related records.

Correspondence, documents and other materials generated as a result of action by the Boards.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Those portions of Army Security Review Board records which are properly and currently classified are exempt from subsections c(3), d, e(1), e(4)G, H and I, and f of Section 552a of the Privacy Act of 1974 for reasons of national security.

A0727.05bDAPE

SYSTEM NAME:

DOD Discharge Review Program (Special)

SYSTEM LOCATION:

Primary manual/paper file record located at the Joint Liaison Office, US Army Reserve Components Personnel Administration Center (RCPAC), St Louis, MO; at the National Personnel Records Center (NPRC) of General Services Administration (GSA), St Louis, MO; US Army Administration Center, Ft Harrison, IN; Army Discharge Review Board, The Pentagon, Washington, DC 20310; Army Council of Review Boards, Office, Secretary of the Army, The Pentagon, Washington, DC 20310. Demographic data on people applying will exist in the Office, Secretary of Defense.

Automated case summary information for all former military members, regardless of Service, maintained by Headquarters, Department of the Army (HQDA), US Army Management Systems Support Agency, The Pentagon, Washington, DC 20310.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Former members of the Army who seek discharge upgrade action in accordance with Department of Defense special discharge review program and case summary sheet data on former military members of the Navy, Marine Corps, and Air Force, and the Coast Guard.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains information initially provided by individual when seeking discharge upgrade consideration; includes but is not limited to: name, social security number (SSN), mailing address, telephone number, former service number(s), and dates of military service. File subsequently contains information provided by requester in written form; information includes discharge date (between 4 Aug 64 and 28 Mar 73 except where otherwise noted), type discharge, desertion data (if applicable), branch of service, SSN, service number(s), address, hearing method, and dates of confirmation letter.

Case data sheet consolidates preceding information as well as information provided from official military records pertaining to the requester and includes, but is not limited to, the following: index reference and case number associated with individual request, date official military personnel file received from NPRC, date of birth, home of record, officer or inductee/enlistee, sex, race, date entered/discharged from service, reason and authority for discharge, documents submitted by individuals meriting special consideration, dates of accomplishment of steps related to processing of request; discharge review date; conclusion (upgrade to honorable, general, or appeal denied); vote of discharge review board and reasons (special considerations, mitigating factors, compelling reasons, deserving post service conduct); date of applicant notification of discharge review determination, and application for rehearing if applicable.

Information which may be obtained from military service records pertaining to the requester includes whether individual completed tour in Southeast Asia or Western Pacific, was wounded in combat, decorated for valor or merit, honorably discharged from previous tour, satisfactorily served 24 months prior to discharge or completed alternative service, or was excused in accordance with Presidential Proclamation 4313. Mitigating data pertaining to request include general aptitude, length of service at time of discharge, education level, socio-economic background, factors related to personal distress, waiver(s) granted for service entry, offense(s) motivated by conscience, drug/alcohol related discharge, and good citizenship. Disqualifying data include whether discharged for act(s) of violence/dishonor, offense(s) subject to civilian criminal prosecution, and desertion in or from combat theater.

Automated record contains summary data from case data summary sheet described above, accumulated by Army for all military services, and includes type record, SSN or service number(s), discharge date (between 4 Aug 64 and 28 Mar 73), name, address, telephone number, hearing method, date of inquiry, date of confirmation letter.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301; Title 10 U.S.C., Sections 3012, 1553, and 1554.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To support Army Discharge Review Board actions and notify appropriate government agencies (e.g., Veterans Administration) of matters pursuant to such action.

To render recurring reports on number of cases processed by each military service, and matters associated therewith.

To respond to inquiries from individuals to whom records pertain, their counsel, members of Congress, and other governmental agencies concerning the status and disposition of cases.

To obtain views and recommendations, as required, from other governmental activities within their area of responsibility, including The Attorney General and other law enforcement agencies in those cases alleging acts of force or violence and criminal conduct deemed to be so serious as to warrant continued investigation or possible prosecution.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in files, card indexes, computer magnetic tapes/disks, computer punch cards, and computer printouts.

RETRIEVABILITY:

By name, SSN or service number, case number or other individually unique identifier assigned the record. Case Summary may be grouped by military service Discharge Review Board and thereunder filed alphabetically by name, case number, SSN or service number, or by other appropriate identifier.

SAFEGUARDS:

Manual records are stored in buildings which employ security guards; records are accessible only to authorized personnel.

Automated records are under the control of a cardkey access system which requires positive identification and authorization, and are located in a designated controlled area to which access is limited to selected personnel only.

RETENTION AND DISPOSAL:

Final determination and associated supporting documentation incorporated into the Official Military Personnel Folder of the Army member and returned to NPRC, GSA upon completion of action by the Discharge Review Board. Copy of case data summary sheet for each former military service member (Army, Navy, Marine Corps, Air Force) and copy of a comprehensive final report by each military service upon completion of the program will be retained by the Army Council of Review Boards for a period not yet determined.

Automated record information retained for 5 years or until such time as necessary to complete all special Discharge Review Board program actions and attendant administrative matters associated with accounting, reporting, and historical file maintenance in support of DOD requirements. Subsequently destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

HQDA, ATTN: DAPE-HRL, The Pentagon, Washington, DC 20310.

Army Discharge Review Board, OSA, Room 1E-474, The Pentagon, Washington, DC 20310.

Commander, US Army Management and Systems Support Agency (for ADP portions of the DOD system).

NOTIFICATION PROCEDURE:

Information may be obtained by contacting the respective military department discharge review boards. Addresses are as follows:

Office of the Secretary of the Army
ATTN: Discharge Review Board
(Special Discharge Review Program)
Room 1E-474, The Pentagon
Washington, DC 20310
Telephone: Area Code 202/697-3071

Office of the Secretary of the Navy
ATTN: Discharge Review Board
(Special Discharge Review Program)
Room 910, Ballston Centre Tower 2
801 North Randolph Street
Arlington, VA 22203
Telephone: Area Code 202/692-4991

Office of the Secretary of the Air Force
ATTN: Discharge Review Board
(Special Discharge Review Program)
Room 920, Commonwealth Building
1300 Wilson Boulevard
Arlington, VA 22209
Telephone: Area Code 202/694-5669

RECORD ACCESS PROCEDURES:

Requests from individuals formerly with the Army should be addressed as indicated above. Written requests should contain the full name, SSN, former service number(s), address, telephone number and case number (if known) of the requester, and the fact that the request is related to the DOD Discharge Review Program (Special). Requests for information from other former service personnel should be addressed as indicated under 'Notification procedure'. (Requests of former members of the Coast Guard should be addressed to the Navy Discharge Review Board.)

For personal visits, the individual should be able to provide some acceptable identification such as driver's license and verbal information which can be used to verify that information contained in the record sought (e.g., SSN, former service number(s), address, and case number).

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from HQDA, ATTN: DAPE-HRL, The Pentagon, Washington, DC 20310.

RECORD SOURCE CATEGORIES:

Official Army personnel files and related records.

Reports from the Navy, Marine Corps, and the Air Force.

Correspondence, documents, and other material generated as a result of action required by the DOD Discharge Review Program (Special).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0727.08aDAPC

SYSTEM NAME:

727.08 Temporary Disability Retirement Master List (TDRL)

SYSTEM LOCATION:

United States Army Military Personnel Center (MILBERCEN), 200 Stovall Street, Alexandria, VA 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army personnel who are on temporary disability retirement.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains social security number (SSN), name, address, De- partment of the Army (DA) special order number, percentage of disability, doctor code, re-examination date, date placed on list, hospital code, travel code, Army component, pay termination code, requirement for board code, record control number, hospital name and address.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 1376.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To fulfill statutory requirements assuring that personnel who are on temporary disability receive periodic physical examina- tions.

To prepare address verification letters, letter orders and allied listings.

To provide a quarterly listing of individuals in hospital code sequence to US Army Health Services Command. Disclosures may be made to a congressional office from the records of an in- dividual in response to a Congressional inquiry made at the re- quest of that individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored on computer magnetic tape and disk.

RETRIEVABILITY:

Records accessed by SSN and date (parameter) control card.

SAFEGUARDS:

Magnetic tape is maintained in areas accessible only to authorized personnel; automated media are protected by

authorized password for system, controlled access to operation rooms and controlled output distribution.

RETENTION AND DISPOSAL:

A magnetic tape record is maintained on each individual while in a temporary disability retired status or removed by pro- cessing a deletion transaction. The current and two previous tape files are maintained at any given time. Upon creation of a new file, the oldest file is erased.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander, United States Military Personnel Center
200 Stovall Street
Alexandria, VA 22332.

RECORD ACCESS PROCEDURES:

Requests for information should be addressed to: Headquarters, Department of the Army (DAPC-PAS-RD), 200 Stovall Street, Alexandria, VA 22332.

Written request for information should contain the individual's name, SSN, and appropriate return address.

Personal visits may be made to United States Army Military Personnel Center; individuals should be able to provide their military service identification card or other commonly accepted identification.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from HQDA (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

RECORD SOURCE CATEGORIES:

Information is obtained from documents and computer readable form from other DA offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0728.01DAAG

SYSTEM NAME:

728.01 Retired Personnel Data File

SYSTEM LOCATION:

Primary System: The Adjutant General Center, 1000 Independence Avenue SW, Washington, DC 20314.

Decentralized segments: United States Army Military Personnel Center (USAMILPERCEN), 200 Stovall Street, Alexandria, VA 22332; Army commands/installations operating retiree councils and/or service activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All retired Army personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name, grade codes, retirement class, social security number, branch of service, date of birth, date of retirement, component, years of service, percentage of disability, sex, retired pay codes, address codes, and retirement codes. File is maintained on magnetic tape for output to microfiche for manual video use.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3966.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Adjutant General Center: To fulfill statutory requirement for listing of retired personnel; to accomplish a continuing contact with the retired person with respect to their entitlements, envolvements, and status as a retired military member; to provide listings, geographically, for use by commands/installations operating retiree councils and/or service activities; and for locator use.

General Services Administration: To obtain printing services for volume III, Army Registers.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Microfiche and magnetic tapes.

RETRIEVABILITY:

Record accessed by name.

SAFEGUARDS:

Microfiche maintained in areas accessible only to authorized personnel who are trained and cleared for duty in the retired activities branch; magnetic tape is maintained in areas accessible only to personnel who are trained and cleared for computer duties.

RETENTION AND DISPOSAL:

Magnetic tape updated through input of new retiree, address change, and death; individual data record retained until death.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, The Adjutant Genral Center, 1000 Independence Avenue SW, Washington, DC 20314.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander
The Adjutant General Center
1000 Independence Avenue SW
Washington, DC 20314

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Headquarters, Department of the Army (HQDA) (DAAG-PER), 1000 Independence Avenue SW, Washington, DC 20314.

Written requests for information should contain the full name of the requester, service identification number, and current address.

Personal visits may be made to the Adjutant General Center. Individuals should be able to provide their military service identification card or other commonly acceptable means of identification used in the normal transaction of business.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from HQDA (DAAG-AMR), 1000 Independence Avenue SW, Washington, DC 20314.

RECORD SOURCE CATEGORIES:

Retirement order and documents; retiree input of address change data; death notifications.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0802.01aNGB

SYSTEM NAME:

802.01 Technician Personnel Management Information System (TPMIS)

SYSTEM LOCATION:

Primary System: Office of Technician Personnel National Guard Bureau (NGB-TN) and National Guard Computer Center (NGB-AD), Columbia Building, 5600 Columbia Pike, Falls Church, VA 22041.

Decentralized Segments: Adjutants General of each State, Puerto Rico, Virgin Islands and District of Columbia.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army and Air National Guard technicians employed under the provisions of Title 32 U.S.C., Section 709.

CATEGORIES OF RECORDS IN THE SYSTEM:

Centralized file contains the following data elements: name, social security number (SSN), submitting office number,

date of birth, sex, citizenship code, reportable handicap code, organization designation, state code, date of retirement from uniform service, purpose and source of training, on duty and non-duty hours of training, training priority, special interest program, direct and indirect training costs, record type, card code, uniform service designation code, uniform service component code, uniform service pay grade, type technician, service computation date, effective date of action, nature of personnel action, employee tenure, Federal Employees Group Life Insurance (FEGLI), retirement, veterans preference, pay plan, grade level, step/rate, occupation series, functional classification, pay basis, salary, geographic location, unit identification code, position occupied, work schedule, pay rate determinate, identification code, position occupied, work schedule, pay rate determinate, special program identification, type of appointment, job number, position tenure, supervisory identification, manning document number and date, project number, function code, level of education, academic discipline, date degree attained, Federal Employees Health Benefit Status Code, National Guard Association Insurance Trust Insurance Status Code, program element code, losing state code, reason for separation code, minority group designator, type of training code, converted military grade, Air Force specialty code (AFSC), military occupation series (MOS), job title, personnel accounting symbol (PAS), military pay date, total years service date.

Decentralized file contains those data elements within the centralized file plus the following: annual performance rating date, probationary or trial period completion date, conversion to career date, conversion to excepted date, within-grade due date, length of service due date, limitation code, not to exceed date, technician/military code, and mandatory retirement date.

Information other than that specified in National Guard Bureau (NGB) publications will not be maintained in the system. In the event any other information is maintained, the State Adjutant General will be the responsible agent for such information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 32 U.S.C., Section 709 and Executive Order 93-97, November 22, 1943.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To statistically analyze the technician workforce strength trends and composition in support of established manpower and budgeting programs and procedures.

To provide statistics and individual personnel information required of the NGB by the Departments of the Army and Air Force, Department of Defense, Office of Management and Budget, Department of Labor, the United States Civil Service Commission, and various staff offices of the National Guard.

To prepare reports, reply to correspondence from both individuals and groups under the Freedom of Information Act and Privacy Act of 1974, and to respond to requests from courts and regulatory bodies.

To produce suspense notices for performance ratings, trainee status, probationary or trial period completion date, conversion to career date, conversion to excepted date, within-grade due date, length of service due date, not to exceed date and mandatory retirement date; and to provide information for internal audit and file maintenance.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tapes, disks, computer printouts, punch cards, paper records and microfiche.

RETRIEVABILITY:

Information is accessed and retrieved by SSN, and/or data elements listed in RECORD-CATEGORY above.

SAFEGUARDS:

Accessed by custodian of the system, by employee(s) responsible for servicing the record system in performance of their official duties. Building in which computer system is housed employs security guards. Computer room is accessible by authorized persons only. Computer software precludes unauthorized access to the file through a system of password and system lockout procedures. Buildings in which the microfiche, punch cards, and paper records are housed are secured by uniformed guards and the office maintaining these data is secured when not occupied.

RETENTION AND DISPOSAL:

Updated master files contained on either magnetic tape or disks are maintained as permanent records. Work tapes or disks are cleaned (degaussed) immediately or within 45 days after creation. Computer printouts and microfiche containing selected workforce characteristics are retired to National Guard Records Storage in accordance with applicable regulations. Work records are retained for 45 days and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, NGB-TN, Defense Post Office Unit R-411, 5600 Columbia Pike Office Building, Falls Church, VA 22041.

Decentralized SYSMANAGERS: Office of the State Adjutant General of each State, Puerto Rico, Virgin Islands and District of Columbia.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the appropriate State decentralized SYSMANAGER or the centralized SYSMANAGER. Written requests should contain full name of individual, SSN, current employing State.

For personal visits, requester must provide name and SSN from an acceptable form such as driver's license and employee identification card.

RECORD ACCESS PROCEDURES:

Individual requests should be addressed to either the appropriate Decentralized SYSMANAGER or the centralized SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Information received from the employee official personnel folder, payroll records, manpower authorization document, and automated interface with Army and Air Guard Military Personnel Systems.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0807.01DAAG

SYSTEM NAME:

807.01 MCT USAR Technician System

SYSTEM LOCATION:

Primary System: Systems Support Directorate, United States Army Reserve Components Personnel and Administration Center (RCPAC) (Field Operating Agency of The Adjutant General's Office, Department of the Army (DA)), 9700 Page Boulevard, St Louis, MO 63132.

Decentralized Segments: Deputy Chief of Staff for Personnel (DCSPER) and DA Staff Agencies and commands.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person who is currently employed as a United States Army Reserve (USAR) Technician.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains personnel identification data to include name and social security number (SSN) and work status data concerning job category, grade, assigned work station and location. If personnel are members of the USAR, data on reserve assignment and reserve grade are also carried.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 275.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

RCPAC: Receive raw input data from USAR Commands, maintain the centralized data processing system and produces and distributes reports to the users. Is the computer processing agency; does not utilize or dispense data to other than officially designated agencies.

USAR Commands: To obtain current management data to administer to technicians assigned within their command.

DCSPER: To monitor and provide policy guidance and budget planning for the program.

Other DA Staff agencies and commands: To provide data for inclusion in training and mobilization plans.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Stored as computer tape and paper printout.

RETRIEVABILITY:

Sequenced numerically by SSN.

SAFEGUARDS:

Security guards limit access to the RCPAC. Magnetic tape files are maintained in a library by reel numbers; access to a specific file must be determined by responsible scheduling personnel. In addition, basic file characteristics must be programmed into access programs before individual data records can be referenced.

Access to hard copy listings is limited to employed personnel with a job related need-to-know requirement at the DCSPER, USAR Commands, and other DA Staff agencies and commands.

RETENTION AND DISPOSAL:

The automatic data processing system at the RCPAC requires records to be maintained on an evolutionary schedule; a record is created upon hiring and is eliminated when employment is terminated. Tape files are retained for 60 days; tape files are retained in a tape library through 3 processing cycles, a creation cycle, for use as the current file in the next creation cycle and then as the emergency back-up file.

Printed reports/listings are maintained at the DCSPER, USAR Commands, and other DA Staff agencies and commands until superseded by the next edition.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel (DAPE-MPO), Headquarters Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Deputy Chief of Staff for Personnel
(DAPE-MPO),
Room 2B-718,
The Pentagon
Washington, DC 20310;
Telephone: Area Code 202/695-3837.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Headquarters, Department of the Army, Deputy Chief of Staff for Personnel, ATTN: DAPE-MPO, Washington, DC 20310.

Requests should contain the full name and SSN of the individual; current address and telephone number; and a clear, concise request statement.

Personal visits are limited to the USAR Command having jurisdiction over the unit by whom the technician is employed. Acceptable identifying documents, such as driver's license, Reserve identification card, or other document that can be verified against record, are required.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER, ATTN: DAPE-MPO.

RECORD SOURCE CATEGORIES:

Data coded on DA Forms 3615-R, Strength and Utilization of USAR Technicians, are transmitted by DA Form 200 from the employing USAR command to RCPAC via the United States Postal Service. Processed data are returned to authorized agencies by reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0807.05aDAPE

SYSTEM NAME:

807.05 NAF Personnel Records

SYSTEM LOCATION:

Decentralized Segments: Installation Civilian Personnel Offices and National Personnel Records Center, (NPRC), St Louis, MO.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals who have applied for employment with, are employed by, or were employed by nonappropriated fund (NAF) activities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files may contain applications and requests for employment, testing and qualification documents, ratings documents, documentation of prior employment, appointment documents, notification of personnel actions, medical certificates, suitability and security documents, performance evaluations, retirement and group insurance documents, job descriptions and experience statements, training and career development records, records of awards and commendations, withholding authorizations, authorizations for differentials and allowances, authorizations for local logistical support, injury and death compensation documents, unemployment compensation documents, requests for personnel actions and/or entitlements, travel and transportation authorization documents, reduction-in-force and adverse action documents, disciplinary action records, statements covering conflict of interest and/or conduct, and correspondence relating to the above named.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

These records are used by Department of the Army (DA) Staff Agencies, commands and installations to carry out a personnel management program for DA NAF instrumentalities. The records are used to recruit, select, appoint, assign, pay, evaluate, recognize, discipline, train and develop, and separate individuals; to administer

employee benefits; for labor-management relations, employee-management relations, and responsibilities inherent in the execution of managerial and supervisory functions. Records are used to prepare reports, prepare correspondence, respond to courts and regulatory bodies, execute statutory requirements (such as Freedom of Information Act) and to respond to employee inquiries.

Other Federal agencies, such as General Accounting Office, General Services Administration, Civil Service Commission, Department of Labor, Department of Justice, use these records to resolve and/or adjudicate matters falling in their jurisdiction.

Records may also be disclosed to labor organizations in response to requests for names of employees and identifying information.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, kardex files.

RETRIEVABILITY:

Filed alphabetically, manually, by last name; by social security number (SSN); or other individually assigned number by numerical sequence.

SAFEGUARDS:

Storage area restricted to authorized personnel only and the documents treated as if they were FOR OFFICIAL USE ONLY.

RETENTION AND DISPOSAL:

Documents denoting appointment, tenure and pay are retained at Activity level during period of employment and 30 days after separation are forwarded to the NPRC for permanent retention. Other records are held for the period of probability of use, then retained in records holding area for a safety period and subsequently destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Deputy Chief of Staff for Personnel, DA, The Pentagon, Washington, DC, 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from:

Civilian Personnel Officer (at installation where employed).

Former nonappropriated fund employees: NPRC (Civilian) 111 Winnebago Street, St Louis, MO 63118.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Headquarters, Department of the Army (HQDA) (DAPE-CPR), Washington, DC 20310.

Written requests from individuals should contain the full name of the requester, current address and telephone number, a specific description of the information/records sought, and any identifying numbers such as SSN.

For personal visits, the individual should be able to provide acceptable identification such as: driver's license, employing office's identification card, and furnish verbal information in support of his request.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents of the records and appealing initial determinations may be obtained from HQDA (DAPE-CP) Washington, DC 20310.

RECORD SOURCE CATEGORIES:

Applicant or employee prepared or introduced documents, statements or correspondence from persons having knowledge of the individual or acts of the individual, official records, officially generated documents notating actions or events affecting employment and/or pay.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0807.14aDAPE

SYSTEM NAME:

807.14 Department of the Army Civilian Personnel Systems

SYSTEM LOCATION:

Primary System: Civilian Personnel Information System I/Civilian Career Management File, United States (US) Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Derivative Systems are maintained at commands, installations and activities dependent on the type of system maintained. Command-wide systems are the Civilian Personnel Accounting System of the US Army Military District of Washington, the US Army Corps of Engineers Management Information System Files for Personnel Administration, and the Personnel Management Information System of US Army Materiel Command. Official mailing addresses are in the organizational directory in the Appendix.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All US citizen appropriated fund employees and in some instances non-appropriated fund employees, dependents, and foreign nationals; military personnel are included in the incentive awards and training programs.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records maintained are afforded broad and general coverage by the US Civil Service Commission (CSC) system notices for application to CSC systems of records which are temporarily in custody of the Department of Army (DA). To support personnel administration at DA Headquarters, commands, installations, and activities, civilian personnel systems vary in informational capacity according to respective requirements and contain several or all of the following records: academic discipline; career program; citizenship; command; date (year) degree attained; date of birth; educational level; academic; effective date of action; employee tenure; Federal Employees Group Life Insurance; functional classification; function designator; General Services Administration location; grade or level; minority group designator; name of employee; nature of action; occupational series; pay basis; pay plan; pay rate determinant; physical handicap; position occupied; position supervisory; position tenure; retirement; retired military; salary; service computation date; sex; social security number (SSN); special program identifier; step or rate; submitting office number (SON); training; date of completion; training direct costs; training; non-duty hours; training; on-duty hours; training; principal purpose of; training; special interest program; training; source; training; type; type of appointment; unit identification code (UIC); veterans preference; work schedule; organizational and position data; retention data; adverse action data; Fair Labor Standards Act coverage; cost of living allowances; transportation entitlements; cost codes; leave category; salary history; wage area; position sensitivity; security investigation data; security clearance and access data; performance award; suggestion award; cash award; reemployment rights; training agreement; reserve status; vessel operations qualification; Government driver's license; food handler's permit; intern recruitment and training data; career management data including performance/potential ratings; employee evaluation; education; experience; qualifications; achievements; training; geographic availability; health; dependent data; careerist comments; and similar information; overseas sponsor

information; state address; home address leave data; foreign language code. Records are maintained for military personnel participating in the DOD Incentive Awards Program and training programs sponsored by operating civilian personnel offices.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301; Title 10 U.S.C., Section 1124.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The CSC system notices applying to CSC systems of records which are in custody of the DA provide broad and general coverage of routine uses of DA civilian personnel systems. Information for which these records are used or may be used by Headquarters, Department of the Army (HQDA) commands, installations, and activities include reports and statistical analysis of the civilian workforce strength trends and composition in support of established manpower and budget programs and procedures, provide employment verification, provide data in support of Equal Employment Opportunity program requirements, provide locator and emergency notification data pertaining to civilian employees, provide data for the Central Personnel Data File, provide interface with other automated systems, provide information in response to union requests, provide data for retention purposes, identification of training requirements, strength accounting to insure employment within manpower ceilings, grade control, salary data for current and projected fiscal quidance, personnel data for current and projected staffing requirements, provide certain information releasable under the Freedom of Information Act, security clearance and access information, employee data for retirement processing, provide data for individual personnel action forms, suspense dates for within grade increases, length of service awards, performance ratings, pay adjustments and tenure group, prepare labor cost distribution reports, analysis of leave usage, investigation of complaints, grievances and appeals, response to requests from courts and regulatory bodies, provide incentive awards information, used in providing qualified candidates to fill position vacancies, evaluation of special employment programs, contingency planning for civilian employees and dependents, counseling employees on career development and planning future training, plan dependent services in overseas areas, used to advise and counsel employees for development, identify training needs, record historical training data, produce average grade and position control data.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained on magnetic tapes, drum, disk, punched cards, microfilm/fiche, or hard copy.

RETRIEVABILITY:

Records are retrieved by SSN and name, or by 1 or a combination of data elements contained in DA civilian personnel systems.

SAFEGUARDS:

The computer facilities and terminals are located in restricted areas accessible only to authorized personnel who are properly screened, cleared, and trained. Manual records, microfilm/fiche, and computer printouts are stored in locked rooms, locked cabinets on military installations or buildings secured by guards.

RETENTION AND DISPOSAL:

Records are permanent through employee tenure and maintained after separation, transfer, or retirement. Records are maintained for various periods according to category.

SYSTEM MANAGER(S) AND ADDRESS:

HQDA, Deputy Chief of Staff for Personnel, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Upon presentation of proper identification, information may be obtained from servicing civilian personnel office. Individual must provide full name and SSN.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the servicing civilian personnel office.

Written requests should contain as a minimum, the individual employee's name and SSN.

For personal visits, individual must provide acceptable identification, e.g., driver's license, military or civilian identification card.

No identification is required if the individual has previously given written consent for release to the general public.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is obtained directly from the individual concerned or from official personnel files.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0810.01aAMC

SYSTEM NAME:

810.01 Educational Development/Contractor Personnel

SYSTEM LOCATION:

Education Branch, Personnel Services Division, Director of Personnel and Community Activities, ATTN: ATZC-PAPE, Ft Bliss, TX 79916.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian personnel who hold or have held contracts as instructors, test proctors or Librarian military occupational specialty pro- viding nonpersonal services for the Director of Personnel and Community Activities, Ft Bliss, TX.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains Letters of Applications or Statement of Applicant Qualifications; Provost Marshal Files Check; Disposition Form; Personnel Security Action; Standard Form (SF) 26, Contracts Award; SF 30, Amendment to Contracts (as required); Department of Defense (DD) Form 1155, Delivery Order; SF 1034, Public Voucher for Purchases and Services other than Personal.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 31 U.S.C., Sections 82b-82f, Title 10 U.S.C., Section 4302; Title 10 U.S.C., Section 3012-G.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To maintain data on contractor personnel required by Army Security Regulations, for pay purposes and schedule of services.

Used by Education Branch, administrative and budget management personnel to process contract requests, prepare vouchers for payment of services and to derive education program costs for budget reports and projection.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of contractor.

SAFEGUARDS:

Records maintained in an area accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Destroy after 2 years, or on discontinuance, whichever is first.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Personnel and Community Activities, Headquarters, US Army, Air Defense Center and Ft Bliss (USAADCENFB), Ft Bliss, TX 79916.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander
USAADCENFB and Ft Bliss
ATTN: ATZC-PAPE
Ft Bliss, TX 79916
Telephone: Area Code 915/568-1011

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to SYSMANAGER.

Written requests should contain name, social security number (SSN), dates and type of work.

Personal visits are limited to the Administrative Office of the Ft Bliss Education Branch, Ft Bliss, TX. Individual must be able to provide proof of identity including verbal infor- mation that can be verified.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Applications from individuals; Notice of Files Check from Provost Marshal; Notice of Award of Contract; Amendments to Contract, and Delivery Orders from Procurement Division, Director of Industrial Operations (DIO); Personnel Security Action Notice from Director of Security; and Public Vouchers for Purchases and Services other than Personal from Education Branch Administrative Office.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0811.05aAMC

SYSTEM NAME:

811.05 Civilian Attorney/Patent Adviser Career Files

SYSTEM LOCATION:

Office of the General Counsel, United States Army Materiel Command, (USAMC), ATTN: AMCGC-A, 5001 Eisenhower Avenue, Alexandria, VA 22333

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian attorneys and patent advisers of the USAMC.

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications for employment, evaluation statements, reference statements, law school transcript, certificate of admission to the bar, certificate of good standing, personnel notification of appointments, transfers, promotions and details, and job description.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 44 U.S.C., Section 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To determine qualifications, accredited law school or nonaccredited, academic standing, what bar the applicant is a member of, and whether he/she is currently an active member in good standing. This information is used by the General Counsel and/or a panel of senior attorneys to determine eligibility of an individual for appointment, promotion, or transfer within the USAMC. The only other personnel who see the files are file clerks.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained in locked safe cabinets, with access limited to the file clerks, career program manager, functional chief, and the panel of senior attorneys who sit on the ad hoc committee to determine best qualified individuals for a particular position. An individual file folder is maintained for each professional attorney/patent adviser in the command.

RETRIEVABILITY:

Files are maintained and retrieved by name.

SAFEGUARDS:

The records are maintained in safe file cabinets and can only be retrieved at the direction of the General Counsel or the Career Program Manager.

RETENTION AND DISPOSAL:

Files are destroyed in the current files area 2 years after the individual is no longer eligible for consideration for appointment, promotion, or transfer.

SYSTEM MANAGER(S) AND ADDRESS:

General Counsel
USAMC
5001 Eisenhower Avenue
Alexandria, VA 22333
Telephone: Area Code 202/274-8046

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Only those records submitted by the individual are maintained and are available in the Office of the General Counsel, USAMC for the individual to review. Each individual's travel order or Department of Defense pass is checked to verify identity. The Career Program Manager is authorized to give access to records. The address is:
Career Program Manager
Office of the General Counsel
USAMC
5001 Eisenhower Avenue
Alexandria, VA 22333

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is obtained from educational institutions, state bar associations, previous employers, prospective employers, and individuals whose names have been furnished as references.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0811.05bDAEN

SYSTEM NAME:

811.05 Occupational Inventory Files

SYSTEM LOCATION:

Office of General Counsel, Office, Chief of Engineers (DAEN-GCZ-B), Headquarters, Department of the Army, Washington, DC 20314.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All attorneys employed by the Corps of Engineers.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's application for attorney employment, school transcript, bar admission certificate, references, evaluation by superior, Standard Form 50.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 44 U.S.C., Section 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Office of General Counsel: Used as a basis for determining promotion and reassignment.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Building has security guards. Records are maintained in locked files accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Destroyed 2 years after individual is no longer eligible for consideration for promotion or reassignment.

SYSTEM MANAGER(S) AND ADDRESS:

General Counsel, Office of Chief of Engineers, Forrestal Building, 1000 Independence Avenue, SW, Washington, DC 20314.

NOTIFICATION PROCEDURE:

Information may be obtained from:
OCE (DAEN-GCZ-A)
Room 4A213
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-3047

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Office of General Counsel Chief of Engineers (DAEN-GCK), Room 4A169, Forrestal Building, Washington, DC 20314.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Previous employers, educational institutions and bar associations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0811.06DAPE

SYSTEM NAME:

811.06 Referral Program for NAF Employees

SYSTEM LOCATION:

Primary System: Nonappropriated Fund (NAF) Branch, Procedures and Regulations Division, Deputy Chief of Staff for Personnel (DCSPER) (Civilian Personnel), Department of the Army (DA).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who register in the NAF Referral Program.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individuals' applications for employment, requests and referral lists to fill vacant positions, and related correspondence between the DCSPER NAF Branch, field activities (servicing civilian personnel offices and NAF activities), and individual applicants.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Serves as an applicant and referral file for currently registered NAF employees; used to determine qualifications, availability, and mobility of employees for existing and future vacancies in the United States and foreign locations and to produce referral lists of qualified employees. Information from records is used in preparing reports, replying to correspondence, responding to requests from courts and regulatory bodies and executing statutory requirements such as Freedom of Information Act.

Department of the Army Staff agencies and commands: To select individuals for existing vacancies, process related personnel actions, respond to grievances and complaints related to questions of qualification determination and nonselection to specific positions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed by occupational file and series and therein alphabetically by last name of applicant.

SAFEGUARDS:

Building employs security guards. Records are maintained in steel file cabinets in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Application is retained in the active file as long as the individual is employed, unless he requests that it be returned. Applications are placed in the inactive file for 1 year after the employee's separation. Requests for and referral lists are maintained in the active file for 2 years from the date of the request. Records are destroyed after expiration of the 1 or 2 year time limitations, respectively.

SYSTEM MANAGER(S) AND ADDRESS:

NAF Branch, Procedures and Regulations Division, DCSPER (Civilian Personnel), Headquarters, Department of the Army, (HQDA), The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQDA (DAPE-CPR-NAF)
Pentagon, Washington, DC 20310
Telephone: Area Code 202/697-2204

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: HQDA, (DAPE-CPR-NAF), The Pentagon, Washington, DC 20310.

Written requests from individuals should contain the full name of the requester, current address and telephone number, a specific description of the information/records sought, and if previous correspondence was involved, the subject and date thereof.

For personal visits, the individual should be able to provide acceptable identification such as: driver's license, employing office's identification card, and furnish verbal information that can be verified from his case file.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents of the records and appealing initial determinations may be obtained from HQDA (DAPE-CP), Washington, DC 20310.

RECORD SOURCE CATEGORIES:

Applications submitted by individual employees, requests for referral lists submitted by servicing civilian personnel offices, referral lists furnished by DAPE-CPR-NAF, and related correspondence.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0812.03DAPE

SYSTEM NAME:

812.03 Grievance Records

SYSTEM LOCATION:

Records are located in the servicing civilian personnel offices for each Army activity or installation.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current or former employees of the Department of the Army who have submitted grievances in accordance with part 771 of the regulations of the Office of Personnel Management (5 CFR 771) or through a negotiated grievance procedure.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records relating to grievances filed by Army employees under part 771 of regulations issued by the Office of Personnel Management. The case file contains all documents related to the grievance, including statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original and final decisions, and related correspondence and exhibits. The system includes files and records of internal grievance and arbitration systems established through negotiations with recognized labor organizations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., 1302, 3301, 3302, E.O. 10577, 3 CFR 1954-1958 Comp., p. 218, E.O. 10987, 3 CFR 1959-1963 Comp., p. 519, agency employees, for personal relief in a matter of concern or dissatisfaction which is subject to the control of agency management.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

These records and information in these records may be used:

To disclose pertinent information to the appropriate Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order, where the agency becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation.

To disclose information to any source from which additional information is requested in the course of processing a grievance, to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, and identify the type of information requested.

To disclose information to a Federal agency, in response to its' request, in connection with the hiring or retention of an employee, the issuing of a security clearance, the conducting of a security or suitability investigation of an individual, the classifying of jobs, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

To provide information to a congressional office from the record of an individual in response to an inquiry from that congressional office made at the request of that individual.

To disclose information to another Federal agency or to a court when the Government is party to a judicial proceeding before the court.

By the National Archives and Records Service (General Services Administration) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

By the Department of the Army or by the Office of Personnel Management in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related work force studies. While published statistics and studies do not contain individual identifiers, in some instances the selection of elements of data included in the study may be structured in such a way as to make the data individually identifiable by inference.

To disclose information to officials of the Merit Systems Protection Board, including the Office of the Special Counsel; the Federal Labor Relations Authority and its General Counsel, or the Equal Employment Opportunity Commission when requested in performance of their authorized duties.

To disclose, in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in apending judicial or administrative proceeding.

To provide information to officials of labor organizations reorganized under the Civil Service Reform Act when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting work conditions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

By the names of the individuals on whom the records are maintained. (Records may also be filed by bargaining unit.)

SAFEGUARDS:

Records are maintained in lockable metal filing cabinets to which only authorized personnel have access.

RETENTION AND DISPOSAL:

These records are destroyed 7 years after closing of the case. Disposal is by shredding or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Civilian Personnel, Office of the Deputy Chief of Staff for Personnel, Room 2C-681, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

It is required that individuals submitting grievances be provided a copy of the record under the grievance process. They may, however, contact the Army personnel or designated office where the action was processed regarding the existence of such records on them. They must furnish the following information for their records to be located and identified: name, date of birth, approximate date of closing the case and kind of action taken, organization and activity where employed at time grievance was initiated.

RECORD ACCESS PROCEDURES:

It is required that individuals submitting grievances be provided a copy of the record under the grievance process. However, after the action has been closed, an individual may request access to the official copy of the grievance filed by contacting the personnel or designated office where the action was processed.

Individuals must provide the following information for their records to be located and identified: name, date of birth, approximate date of closing of the case and kind of action taken, organization and activity where employed at time grievance was initiated.

Individuals requesting access must also follow the Privacy Act regulations of the Office of Personnel Management regarding access to records and verification of identity (5 CFR 297.203 or 297.201).

CONTESTING RECORD PROCEDURES:

Review of requests from individuals seeking amendment of their records which have been the subject of a judicial or quasi-judicial action will be limited in scope. Review of amendment requests of these records will be restricted to determining if the record accurately documents the action of the Army's ruling on the case, and will not include a review of the merits of the action, determination, or finding.

Individuals wishing to request amendment to their records to correct factual errors should contact their servicing civilian personnel office. Individuals must furnish the following information for their records to be located and identified: name, date of birth, approximate date of closing of the case and kind of action taken, organization and activity where employed at time grievance was initiated.

Individuals requesting amendment must also follow the Privacy Act regulations of the Office of Personnel Management regarding amendment to the records and verfication of identity (5 CFR 297.208 and 297.201).

RECORD SOURCE CATEGORIES:

Information in this system of records is provided: by the individual on whom the record is maintained, by testimony of witnesses, by officials of the Department of the Army, from related correspondence, from organizations, or persons.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0814.02aDAPE

SYSTEM NAME:

814.02 Labor Management Relations Records System

SYSTEM LOCATION:

Civilian Personnel Office servicing the Department of the Army (DA) activity/installation.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees paid from appropriated and non-appropriated funds, who are involved in a grievance which has been referred to an arbitrator for resolution; civilian employees involved in the filing of an unfair labor practice complaint which has been referred to the Assistant Secretary of Labor-Management Relations; union officials; union stewards; and representatives.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records comprise: manual files, maintained in paper folders, filed by type of case and case number (not individual). Folder contains all information pertaining to a specific arbitration case or specific unfair labor practice with which the DA has dealings; field activities maintain manual roster of local union officials and union stewards.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 11491, as amended 'Labor-Management Relations in the Federal Service'.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the DA in the performance of their official duties related to the Labor- Management Relations Program, e.g., administration/implementation of arbitration awards, interpretation of the Executive Order through 3rd party case decisions; national consultation and other dealings with the recognized unions.

Representatives of the United States Civil Service Commission on matters relating to the inspection, survey, audit, or evaluation of Civilian Personnel Management Programs.

The Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office relating to the Labor Management Relations Program.

Officials and employees of other components of the DA in the performance of their official duties related to the administration of the Labor-Management Relations Program. A duly appointed hearing examiner or arbitrator for the purpose of conducting a hearing in connection with an employee's grievance.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual records are stored in paper folders.

RETRIEVABILITY:

Manual records are retrieved by case subject, case number, and/ or individual employee names.

SAFEGUARDS:

All manual files are accessible only to authorized personnel having a need-to-know.

RETENTION AND DISPOSAL:

Case files are permanently maintained. Union official rosters are normally destroyed after a new roster has been established.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Director of Civilian Personnel, Headquarters, DA, Washington, DC 20310. Washington, DC 20310.

NOTIFICATION PROCEDURE:

Request by correspondence should be addressed to Civilian Personnel Office of Army activity/installation. The letter should contain the full name, social security number, and signature of the requester. The individual may visit the DA activity at which he/she is employed. In the event requester is unable to obtain information, contact DA Privacy Review Board, Washington, DC 20310.

RECORD ACCESS PROCEDURES:

The Army's rules for access to records may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Servicing civilian personnel offices; arbitrator's office; office of the Assistant Secretary of Labor-Management Relations; union headquarters offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0901.02DASG

SYSTEM NAME:

Medical Facility Administration Records

SYSTEM LOCATION:

Medical centers, hospitals, health clinics. Addresses are in the appendix to the Army's inventory of system notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who are authorized to use services of an Army medical facility.

CATEGORIES OF RECORDS IN THE SYSTEM:

Information in this system generally relates to administration at a medical facility, as opposed to an individual's health/care. Typically, records comprise birth; death; accountability of patients (e.g., bed charts, transfer, leave requests, etc.); receipts for patients' personal property; prescriptions for medications, eyeglasses; hearing aids, prosthetic devices; diet/special nourishment plans; blood donor; charges, receipts and accounting documents of payments for medical/dental services; and similar records/reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

By the Department of the Army to enhance efficient management practices and effective patient administration.

Birth records may be disclosed to States' Bureau of Vital Statistics; overseas birth recnrds are disclosed to the Department of State.

Death records may be disclosed to Federal, State, and private sector authorities having legitimate need therefor.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Cards; paper records in file folders.

RETRIEVABILITY:

By individual's surname or SSN.

SAFEGUARDS:

Records are maintained within secured buildings in areas accessible only to persons having official need therefor who are properly trained and screened.

RETENTION AND DISPOSAL:

Records of transient value (e.g., issuance of spectacles/prosthetics, diet/food plan, etc.) are destroyed within 3 months of patient's release. Other records have varying periods of retention as follows:

Record of birth/death: 2 years

Patient accnuntability (admission/discharge): 5 years

Blood donor: 5 yaars or when no longer required for medical/legal reasons, whichever is later.

Record of patient's personal property: 3 years

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information exists on them in this system should contact the Commander at the medical facility where service/care was provided. Inquirer should furnish full name, SSN, details which will assist in locating record, and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information from this system of records should provide information in 'Notification procedures'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 [32 CFR Part 505].

RECORD SOURCE CATEGORIES:

From the individual; medical facility reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0902.07aDASG

SYSTEM NAME:

902.07 Medical Regulating Files

SYSTEM LOCATION:

Primary System: Armed Services Medical Regulating Office (ASMRO), Office of the Surgeon General, Department of the Army (DA), Washington, DC, 20310.

Decentralized Segments: United States (US) Government medical treatment facilities, evacuation units and medical regulating offices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any patient requiring transfer to another medical treatment facility who is reported to ASMRO by US Government medical treatment facilities for designation of the receiving medical facility.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains information reported by the transferring medical treatment facility and includes, but is not limited to, patient identity, service affiliation and grade or status, sex, medical diagnoses, medical condition, special procedures or requirements needed, medical specialties required, administrative considerations, personal considerations, the patient's home town and/or duty station and other information having an effect on the transfer.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

ASMRO: To properly determine the appropriate medical treatment facility to which the reported patient will be transferred; to notify the reporting US Government medical treatment facility of the transfer destination; to notify the receiving medical treatment facility of the transfer; to notify evacuation units, medical regulating offices and other government offices for official reasons; to evaluate the effectiveness of reported information; to establish further the specific needs of the reported patient; for statistical purposes; and when required by law and official purposes.

US Government medical treatment facilities, evacuation units and medical regulating offices for official purposes concerned with, but not limited to, the transfer of the patient.

Record of the identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in Title 21 U.S.C., Section 1175 and Title 42 U.S.C., Section 4582. These statutes take precedence over the Privacy Act of 1974 in regard to accessibility of such records except to the individual to whom the record pertains. Blanket 'routine uses' identified in 44 FR 73728 do not apply to these records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and on index cards.

RETRIEVABILITY:

File alphabetically and by ASMRO control number.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened and trained.

RETENTION AND DISPOSAL:

Destroyed 1 year following the end of the calendar year in which the patient was reported to ASMRO.

SYSTEM MANAGER(S) AND ADDRESS:

Director, ASMRO, Office of the Surgeon General, DA, Room 1E641, The Pentagon, Washington DC 20310; Commanders of US Government medical treatment facilities, evacuation units and medical regulating offices.

NOTIFICATION PROCEDURE:

Information may be obtained from SYSMANAGER or from the patient administrator of US Government medical treatment facilities reporting patient to ASMRO.

Written requests should include full name of patient, rank or status and parent service, approximate date of transfer, medical treatment facility from which transferred and current address of the individual making request.

For personal visits, requester must provide acceptable identification such as military identification card, social security card or driver's license.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Director, ASMRO, Office of The Surgeon General, DA, Room 1E641, The Pentagon, Washington DC 20310, telephone: Area Code 202/695-9118, or to Patient Administrator at US Government medical treatment facilities reporting patients to ASMRO. The official mailing addresses are in the Department of Defense directory in the appendix to Army system notices.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Information provided by transferring and receiving medical treatment facilities, medical regulating offices, evacuation offices, and other US Government offices, agencies and commands having information bearing on a patient transfer.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0903.07DASG

SYSTEM NAME:

Entrance Medical Examination Files

SYSTEM LOCATION:

Primary: Army medical examining facilities or Military Enlistment Processing Stations (for enlistees);

Secondary location: Department of Defense Medical Review Board, US Academy, CO 80840 (except for reservists).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who (a) enroll in the ROTC program, (b) enlist or are appointed in the US Army or US Army Reserves, or (c) are appointed as a cadet to the US Military Academy.

CATEGORIES OF RECORDS IN THE SYSTEM:

Entrance medical examination and resulting documentation such as SF 88, Report of Medical Examination, and SF 93, Report of Medical History, together with relevant and supporting documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

By the Department of the Army to determine medical acceptance of applicant for military service and thereafter to properly assign and utilize individual. Management data are derived and used by Health Services Command to evaluate effectiveness of procurement medical standards.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; selected management data are stored on word processing or ADP disks and tapes.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are maintained in buildings using security guards, accessible only to authorized personnel having official need for the information who are properly screened and trained.

RETENTION AND DISPOSAL:

Original SF 88 and 93 become permanent documents in individual's Health Record; 1 copy of these forms and supporting documentation is retained by the Army or Military Enlistment Processing Station examining Facility for 1 year; 1 copy is forwarded to the DOD Medical Review Board where it is retained for 5 years.

Records of individuals rejected for military service are retained for statistical analyses, but for no longer than 2 years, after which they are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not this system contains information on them should write to the Commander of the medical examining facility where physical examination was given, individual should furnish his/her full name, Social Security Number, home address, approximate date of the examination, and signature.

RECORD ACCESS PROCEDURES:

Individuals who desire access to records pertaining to them should furnish the information required under 'Notification procedure' above.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; from physician and other medical personnel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

A0904.01aHSC

SYSTEM NAME:

904.01 Medical Care Inquiry Files

SYSTEM LOCATION:

Headquarters, United States Army Health Services Command (HSC), (HSCM-A), Ft Sam Houston, TX 78234.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty and Reserve component members of the Army whose medical treatment, entitlement to medical care from civilian sources and eligibility for payment of medical claims have been questioned.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain documents reflecting inquiries from members of Congress, private individuals, civilian sources of

care, for nonprivileged information concerning medical treatment, entitlement to medical care, payment of medical claims.

File includes copies of some medical records, Line of Duty Determinations and similar or related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by HSC to facilitate and control processing and adjudication of claims requests until such claims have either been paid or disapproved for payment.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by name of individual claimant.

SAFEGUARDS:

Building is secured after duty hours. During duty hours, files are controlled through visual observation.

RETENTION AND DISPOSAL:

Records are retained for 6 years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, HSC, Ft Sam Houston, TX 78234.

NOTIFICATION PROCEDURE:

Information may be obtained by written request to Commander, HSC, ATTN: HSCM-A, Ft Sam Houston, TX 78234.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, HSC, ATTN: HSCM-A, Ft Sam Houston, TX 67234.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number.

For personal visits, the individual should be able to provide some acceptable identification and give some verbal information that could be verified with his case folder.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual's health claim records, reports received from civilian physicians and similar or related documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0906.01DASG

SYSTEM NAME:

906.01 Medical Review Files

SYSTEM LOCATION:

Office of The Surgeon General, Headquarters, Department of the Army (HQDA), The Pentagon, Washington, DC 20310.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants and registrants who are being considered for Army service and whose medical fitness is questionable; Army members being considered for continuance in service, promotion, special assignment, or separation whose medical fitness is questioned either by the medical evaluating authority or by the individual.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain documents relating to medical fitness of individuals for appointment, enlistment, retention in service, promotion, special assignment, or separation. Included are reports of medical examination and evaluation, psychological evaluation reports, and similar or related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301 and Title 10 U.S.C., Section 1071.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To evaluate medical fitness of marginally qualified personnel for Army program with strict regard to established medical standards.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by file number and year.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened and trained.

RETENTION AND DISPOSAL:

Records are retained for 3 years and destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, HQDA, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained by written request to:
HQDA (DASG-AOM)
Room 2D453
The Pentagon
Washington, DC 20310

RECORD ACCESS PROCEDURES:

Requests should be addressed to: Office of The Surgeon General, HQDA, (DASG-AOM), Room 2D453, The Pentagon, Washington, DC 20310.

All requests should be written since files are not stored in HQDA. If telephone conversation is desired, at the expense of the inquirer, Area Code and telephone number should be furnished.

Personal visits by the individual requesting access may be arranged only with the official assigned to respond to a written request.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the official responding to a written request.

RECORD SOURCE CATEGORIES:

Clinical records, health records, medical boards, reports received from civilian physicians, and consultation reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0906.04aDASG

SYSTEM NAME:

906.04 Medical Evaluation Files

SYSTEM LOCATION:

Primary System: Army Medical Department (AMEDD) medical facilities convening a medical board.

Decentralized Segments: United States Army Physical Evaluation Boards and United States Army Physical Disability Agency (USAPDA).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army members whose medical fitness for continued service has been questioned either by the member or his/her commander.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains documents reflecting determination by a board of medical fitness for continued Army active service. Includes medical board proceedings and related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301; Title 10 U.S.C., Section 1071; and Title 10 U.S.C., Section 1201, Chapter 61.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Medical Board: To determine medical fitness for continued Army active service.

Physical Evaluation Board (PEB): To review medical board findings when required and to determine if the individual should be discharged, temporarily or permanently retired for disability, or retained for active service.

USAPDA: Record of cases considered, adjudications, reviews determinations, and dispositions. To respond to inquiries received from a member, other Government agency, or other authorized recipient of requested information. Information in computer form consists of profile data, resume of board action and results, maintained primarily for statistical reports. No decisions about members are made from automated data.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

USAPDA: Paper records in file folders and magnetic diskettes. Magnetic diskettes contain personal information on members, certain codes of specific type of injuries for research study purposes, and Veterans Administration Schedule for Rating Disability Diagnostic Codes only. Paper files are the PEB proceedings describing the medical problem, and findings, recommendations, and adjudicative decision.

RETRIEVABILITY:

Filed chronologically by name.

USAPDA: Paper files, filed chronologically by name and fiscal year on 5' x 8' file cards. Retrieval from magnetic diskettes files can be accomplished by PRG program or a DFU load program.

SAFEGUARDS:

Rooms are secured by locked doors when not in use. Records are maintained in areas accessible only to authorized personnel who are properly screened and trained.

USAPDA: In addition to the preceding, operation of data processing equipment and magnetic tapes are limited strictly to authorized personnel. Computer has key lock and key is controlled. Magnetic diskettes are stored and controlled to ensure that they do not result in unauthorized disclosure of personal information.

RETENTION AND DISPOSAL:

Medical Boards: Retained for 5 years and destroyed.

PEBs: Retained for 2 years or until discontinued, whichever occurs first.

USAPDA: Retained for 5 years and destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained by written request to:
HQDA (DASG-AOM)
Room 2D453
The Pentagon
Washington, DC 20310

RECORD ACCESS PROCEDURES:

Requests should be addressed to: Office of The Surgeon General, Headquarters, Department of the Army, (DASG-AOM), Room 2D453, The Pentagon, Washington, DC 20310.

All requests should be written, since files are not stored in Headquarters, Department of the Army. If telephone conversation is desired, at the expense of the inquirer, area code and telephone number should be furnished.

Personal visits by the individual requesting access may be arranged only with the official assigned to respond to a written request.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determination may be obtained from the official responding to a written request.

RECORD SOURCE CATEGORIES:

Interview with the individual; medical records on the individual; and reports of medical boards and PEBs.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0912.01aDASG

SYSTEM NAME:

912.01 Medical Staff Credentials File

SYSTEM LOCATION:

Medical treatment facilities at Army commands, installations and activities. Official mailing addresses are in the Department of Defense (DOD) Directory in the Appendix.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals performing clinical practice in medical treatment facilities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents reflecting delineation of clinical privileges and clinical performance.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301; Title 44 U.S.C., Section 3101; and Title 10 U.S.C., Section 1071.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Determine and assess capability of practitioner's clinical practice.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed by last name.

SAFEGUARDS:

Records are maintained in areas accessible only to the medical treatment facility commander and credentials committee members.

RETENTION AND DISPOSAL:

Records are destroyed 5 years after separation, retirement, or termination of employment. Records are retained in last medical treatment facility of appointment or employment until destroyed. (This retention period is subject to approval by the National Archives and Records Service.)

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be requested from commander at medical treatment facility where practitioner is providing clinical service.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to commander at medical

treatment facility where practitioner is providing clinical service.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from any medical treatment facility.

RECORD SOURCE CATEGORIES:

Interviewer, application, medical audit results, other available administrative records obtained from civilian or military sources.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0912.01bDASG

SYSTEM NAME:

912.01 Professional Consultant Control Files

SYSTEM LOCATION:

Primary System: Department of the Army, Office of The Surgeon General; US Army Health Services Command; US Army Medical Command, Europe.

Decentralized Segments: Individual appointing/controlling offices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who has been utilized or appointed as a professional consultant in the professional medical services.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain documents relating to utilization, appointment, duties, responsibilities, and compensation of professional consultants.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301; Title 10 U.S.C., Sections 1071-1086; Title 44 U.S.C., Section 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To appoint and monitor utilization of designated consultants.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of consultant.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Records are maintained for the duration of consultant status. They are destroyed 1 year after termination of the appointment, or on discontinuance, whichever is sooner.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army (HQDA), The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQDA (DASG-PTZ-C)
Room 2E519
The Pentagon
Washington, DC 20310
Telephone: Area Code 202/695-1918

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: HQDA (DASG-PTZ-C), Room 2E519, The Pentagon, Washington, DC 20310.

Written requests for information should contain full name of the individual, current address and telephone number.

For personal visits, the individual should be able to provide some acceptable identification; that is, driver's license, and give some verbal information that could be verified with his 'case' folder.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Application and related forms from the individual requesting appointment as consultant; notice of appointment; correspondence between offices and consultants.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0912.01cDASG

SYSTEM NAME:

912.01 Professional Personnel Informational File

SYSTEM LOCATION:

Clinical Medical Division (HSPA-C), Deputy Chief of Staff for Professional Activities, Headquarters (HQ), US Army Health Services Command (HSC), Ft Sam Houston, TX 78234.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Practicing physicians, residents, psychologists, social workers, and pharmacists assigned or employed in medical treatment facilities operated by the HSC.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain personal information provided to the various professional consultants assigned to the Clinical Medical Division, HQ, HSC by practitioners assigned to command medical treatment facilities. These files consist of personal data questionnaires, curricula, vitae, assignment preferences data, personal correspondence, and other such records pertaining to the professional quali- fications and experience of the personnel being monitored by the consultant.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Files are used by the consultant to establish and maintain familiarity with the locations, assignments, utilization, marital and family status, professional and military experi- ence and qualifications, and assignment preferences as an aid in monitoring the utilization of professional personnel and to assist in career management and assignment activities.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained in file folders, three-ring looseleaf binders and visible index card files.

RETRIEVABILITY:

Filed alphabetically by last name of professional person within treatment facility to which assigned.

SAFEGUARDS:

Stored in an office of a headquarters building, portions of which are occupied and/or under surveillance at all times. Records are accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Records are retained in active file until individual practitioner to whom they pertain is no longer assigned or employed within HSC and are destroyed within 1 year following his reassignment or ter- mination.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army and Commander, HSC.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander, US Army Health Services Command
(HSPA-C)
Room 302, Bldg 2263
Ft Sam Houston, TX 78234
Telephone: Area Code 512/221-6616

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, HSC (HSPA-C), Ft Sam Houston, TX 78234.

Written requests for information should contain the full name and address of the requester.

For personal visits: individual should be able to provide personal identification and verbal information that could be verified with his 'personnel data file.'

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

4 Written and verbal communications provided by the individual to whom the file pertains.

Official Personnal Rosters, registers, and reports published by the SYSMANAGER and the Department of the Army Agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0912.04DASG

SYSTEM NAME:

Medical Staff Credentials File

SYSTEM LOCATION:

Medical treatment facilities at Army commands, installations and activities. Official mailing addresses are contained in the appendix to the Army's inventory of System Notices published at 44 FR 74011, December 17, 1979.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals performing clinical practice in medical treatment facilities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents reflecting delineation of clinical privileges and clinical performance.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., 301; 10 U.S.C., 1071.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by the Department of the Army to determine and assess capability of practitioner's clinical practice and, in specific instances, to provide clinical privilege information to civilian and military medical facilities, Federation of State Medical Boards of the US, State Licensure Authorities, and other appropriate professional regulating bodies.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's Surname.

SAFEGUARDS:

Records are maintained in areas accessible only to the medical treatment facility commander and credentials committee members.

RETENTION AND DISPOSAL:

Records are retained in medical treatment facility of individual's last assignment. Upon separation, retirement, or termination, records are destroyed not later than five years thereafter.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be requested from the commander of the medical treatment facility where practitioner provided clinical service.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information from this system should contact the commander of the medical treatment facility where clinical service was provided, furnishing full name, SSN, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Interviewer, individual's application, medical audit results, other administrative or investigative records obtained from civilian or military sources.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0914.02aDASG

SYSTEM NAME:

914.02 Pathology Consultation Record Files

SYSTEM LOCATION:

Armed Forces Institute of Pathology (AFIP); Walter Reed Army Medical Center (WRAMC), Washington, DC 20306.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals treated in military or civilian medical facilities whose cases were reviewed on a consultative basis by members of the staff of the AFIP, of Pathology.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents, tissue blocks, microscopic slides, X-rays and photographs reflecting outpatient or inpatient treatment or observation of all individuals on whose cases consultation has been requested.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301 and Title 44 U.S.C., Section 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purpose is to insure complete medical data is available to pathologist providing consultative diagnosis to requesting physician in order to improve quality of care provided to individuals; to provide a data base for education of medical personnel; to provide a data base for medical research and statistical purposes and when required by law or for official purposes. Individual records may be released to referring physician, to physicians treating the individual, to qualified medical researchers and students, and to other Federal agencies and law enforcement personnel when requested for official purposes involving criminal prosecution, civil court action or regulatory orders.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records, X-rays, photographs in paper file folders, microfiche, magnetic tape, printout; tissue blocks in appropriate storage containers; and microscopic slides in cardboard file folders.

RETRIEVABILITY:

Filed by last name or terminal digit number (social security number (SSN)) or accession number assigned when case is received for consultation.

SAFEGUARDS:

Access to the AFIP is controlled. Records are maintained in areas accessible only to authorized personnel who are properly screened and trained.

RETENTION AND DISPOSAL:

Retained as long as case material has value for medical research or education. Individual cases are reviewed periodically and materials no longer of value to the AFIP are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army (HQDA), The Pentagon, Washington DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the Chief, Patient Records and Tissue Repository Division, Armed Forces Institute of Pathology, Walter Reed Army Medical Center, Washington, DC 20306. Requesting individual is required to submit full name, SSN or service number of military sponsor and branch of military service if applicable, or AFIP accession number if known. For requests made in person, acceptable identification such as military ID card or driver's license will be required.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the Chief, Patient Records and Tissue Repository Division, AFIP, WRAMC, Washington, DC 20306.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Interview, diagnostic test, other available administrative or medical records obtained from civilian or military sources.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0914.04aDASG

SYSTEM NAME:

Research and Experimental Case Files

SYSTEM LOCATION:

US Army Medical Research Institute of Chemical Defense (USAMRICD), Aberdeen Proving Ground, MD 21010.

Individual research/test/medical documents (paper records) are contained in individual's health record which, for reserve and retired military members, is at the US Army Reserve Components Personnel and Administration Center, St. Louis, MO; for other separated military members, is at the National Personnel Records Center (NPRC), St. Louis, MO; for military members on active duty, is at the servicing medical facility/center; for civilians (both Federal employees and prisoners) is in a special file at NPRC.

As paper records are converted to microfiche, the original (silver halide) and 1 copy of the microfiche will be located at the Washington National Records Center; 1 copy will be located at The Surgeon General's Office (DASG-PSA), Headquarters, Department of the Army, Washington, DC 20310; 1 copy will reside with the Army contractor - the National Academy of Sciences; and 1 copy retained at the US Army Medical Research Institute of Chemical Defense.

Historical 16mm film and audio visual tapes are at Norton Air Force Base, CA.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Volunteers (military members, Federal civilian employees, state prisoners) who participated in Army tests of potential chemical agents and/or antidotes from the early 1950's until the program ended in 1975.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual pre-test physical examination records and test records of performance and biomedical parameters measured during and after test exposure.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Sections 3012e and 4503.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

By the Department of the Army: (1) to follow up on individuals who voluntarily participated in Army chemical/biological agent research projects for the purpose of assessing risks/hazards to them, and (2) for retrospective medical/scientific evaluation and future scientific and legal significance.

Disclosed to the Veterans Administration in connection with benefits determinations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in individual's medical file folders; see 'system location' above for storage of microfiche, computer magnetic tapes and paper printouts, video tapes and 16mm film.

RETRIEVABILITY:

Paper records in individual's health record are retrieved by surname and/or service number/social security account number. Microfiche are retrieved by individual's surname. Film/video tape is accessed by case number and/or volunteer's number. Automated records are accessed by volunteer's number or case number.

SAFEGUARDS:

Paper records and microfiche are kept in locked rooms/compartments with access limited to authorized personnel. Access to computerized data is by use of a valid site ID number assigned to the individual terminal and by a valid user ID and password code assigned to authorized user, changed periodically to avoid compromise. Data entry is on-line using a dial-up terminal. Computer files are controlled by keys known only to USAMRICD personnel assigned to work on the data base. Data base output is available only to designated computer operators at USAMRICD. Computer facility has double barrier physical protection. The remote terminal is in a room which is locked when vacated and the building is secured when unoccupied. The contractor (National Academy of Sciences) employs equal safeguards which meet Army standards for Privacy Act data.

RETENTION AND DISPOSAL:

Records stored in the computer and on microfiche are retained indefinitely at the sites identified under 'system location'. Paper medical records in an individual's health record are retained permanently.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army (DASG-PSA), The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to inquire whether this system of records contains information about them should contact the Commander, US Army Medical Research Institute of Chemical Defense, Aberdeen Proving Ground, MD 21010. Written requests should include the full

name, social security account number, current address and telephone number of the requester. For personal visits, the individual should be able to provide acceptable identification such as valid driver's license, employer or other individually identifying number, building pass, etc.

RECORD ACCESS PROCEDURES:

Individuals seeking access should follow the procedures in 'Notification proceudure' above.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual through test/questionnaire forms completed at test location; from medical authorities/sources by evaluation of data collected previous to, during, and following tests while individual was participating in this research program.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0916.02aDASG

SYSTEM NAME:

916.02 Medical Treatment Indices

SYSTEM LOCATION:

Medical centers, hospitals, health clinics, troop medical clinics. The official mailing addresses are in the Department of Defense (DOD), Directory in the Appendix.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals treated by or seeking treatment from the Army Medical Department.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents reflecting patient names, register numbers assigned, clinic ward, and other identifying medical history data used to locate medical records, patients, permit scheduling of appointments and similar functions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301; Title 44 U.S.C., Section 3101; and Title 10 U.S.C., Section 1071.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purpose is to locate medical records, personnel, schedule appointments, provide research and statistical data and similar functions at a medical treatment facility.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Plain cards, rule cards, punched cards, microfiche, cassette, printout and similar or related documents.

RETRIEVABILITY:

Filed by last name, register number sequence, diagnosis, operation, death, physician, pathology and similar topics as required by medical treatment facility.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel that are properly trained and screened.

RETENTION AND DISPOSAL:

Register number files: Destroyed after 10 years.

Nominal index: Destroyed after 20 years. Cutoff after 10 years and held 10 more years in current files area. Transferred to records holding area, held 10 more years and destroyed. Documents in cutoff files for readmitted patients are brought forward and filed in current 10 year block.

Diagnosis, operation, death or similar index files: Destroyed after 20 years. Cutoff after 10 years and held 10 more years in current files area. Transferred to records holding area, held 10 more years and destroyed. Special purpose indexes: Destroyed when no longer needed.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from Patient Administrator at medi- cal center or hospital where treatment was provided. Official mailing addresses are in the DOD Directory in the Appendix.

Requesting individual is required to submit full name, social security number (SSN) of sponsor, date care was provided and facility providing care.

The requester may visit the office of the Patient Administrator, Department of Clinics, or Information Office, as appropriate, at medical center or hospital where care was provided.

For personal visits, the requester is required to provide full name, SSN of sponsor and present some form of acceptable identification, such as identification card, driver's license.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Patient Administrator at medical center or hospital where care was provided. The official mailing addresses are in the DOD Directory in the Appendix.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from any medical center or hospital.

RECORD SOURCE CATEGORIES:

Patient admission data form, medical records, and patient.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0917.01aDASG

SYSTEM NAME:

917.01 Health Care and Medical Treatment Record System

SYSTEM LOCATION:

Army Medical Department facilities/activities at addresses listed in the Directory of United States Army Addresses following the annual compilation of Army system notices published in the Federal Register.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military members of the Armed Forces (both active and inactive); dependents; civilian employees of the Department of Defense; members of the United States Coast Guard, Public Health Service, and Coast and Geodetic Survey; cadets and midshipmen of the military academies; employees of the American National Red Cross; and other categories of individuals who receive medical treatment at Army Medical Department facilities/activities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Medical records (of a permanent nature) used to document health; psychological and mental hygiene consultation and evaluation; medical/dental care and treatment for any health or medical condition provided an eligible individual on an inpatient and/or outpatient status to include but not limited to: health; clinical (inpatient); outpatient; dental; consultation; and procurement and separation x-ray record files. Subsidiary medical records (of a temporary nature) are also maintained to support records relating to treatment/observation of individuals. Such records include but are not limited to: social work case files, inquiries/

complaints about medical treatment or services rendered by the medical treatment facility, and patient treatment x-ray and index files.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301; Title 10 U.S.C., Sections 1071-1085; Title 44 U.S.C., Section 3101; and Title 50 U.S.C., Supplement IV, Appendix 454, as amended.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Department of the Army: To provide health care and medical treatment of individuals identified in the Individual-Category of this system of records. Information may also be used for research studies; compilation of statistical data and management reports; implementing preventive medicine, dentistry, and communicable disease control programs; adjudicating claims and determining benefits; evaluating care rendered; determining professional certification and hospital accreditation; and determining suitability of persons for service or assignment.

Department of Defense: To provide medical care to those categories of individuals covered by this record system; and to conduct analyses and research studies.

Veterans Administration: To adjudicate veterans' claims and provide medical care to Army members.

National Research Council, National Academy of Sciences, National Institute of Health, and similar institutions for authorized health research in the interest of the Federal Government and the public. When not essential for longitudinal studies, patient identification data shall be eliminated from records used for research studies. Facilities/activities releasing such records shall maintain a list of all such reasearch organizations and an accounting disclosure of records released thereto.

Local and state government and agencies for compliance with local laws and regulations governing control of communicable diseases, preventive medicine and safety, child abuse, and other public health and welfare programs.

Records of identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in Title 21 U.S.C., Section 1175 and Title 42 U.S.C., Section 4582. These statutes take precedence over the Privacy Act of 1974 in regard to accessibility of such records except to the individual to whom the record pertains. Blanket 'routine uses' identified in 44 FR 73728 do not apply to these records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; visible card files; microfiche; cassettes; punched cards; computer printouts and magnetic tapes and disks; and x-ray film preservers.

RETRIEVABILITY:

By last name or social security number (SSN) of patient or sponsor.

SAFEGUARDS:

Records are maintained in buildings which employ security guards and are accessed only by authorized personnel having an official need-to-know. Automated segments are protectd by controlled system passwords governing access to data.

RETENTION AND DISPOSAL:

Medical records of a permanent nature (as defined in Record-Category) are retained as follows:

Military Health/Dental and Procurement/Separation X-ray Records: Permanent; Clinical (inpatient), Outpatient, Dental, and Consultation Record Files - Military members: Destroyed after 50 years (Records pertaining to United States Military Academy (USMA) cadets are withdrawn and retired to the Surgeon, USMA, West Point, NY 10996.); Civilians and Foreign Nationals: Destroyed after 25 years; American Red Cross personnel: Withdrawn and forwaded to the American National Red Cross.

All medical records (except the Military Health/Dental Records which are active while individual is on active duty then retired with individual's Military Personnel Records Jacket and the Procurement/Separation X-ray Records which are forwarded to the National Personnel Records Center (NPRC) on an accumulation basis) are retained in an active file while treatment is provided and subsequently held for a period of one to five years following treatment before being retired to the NPRC.

Subsidiary medical records, of a temporary nature (as defined in Record-Category), are normally not retained long beyond termination of treatment; however, supporting documents determined to have significant documentation value to patient care and treatment are incorporated into the appropriate permanent record file.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the medical facility where treatment was provided (for military and civilian records); Medical Officer, American National Red Cross, 18th and D Streets, NW, Washington, DC 20006 (for American National Red Cross employees).

RECORD ACCESS PROCEDURES:

Written requests should contain requester's full name, SSN, and current address/telephone number. Requests for information concerning inpatient treatment, furnish the name of the hospital and year of treatment.

Personal visits may be made to the medical facility where treatment was provided or to the American National Red Cross (whichever is appropriate). Individuals must provide personal identification such as a valid driver's license or military/civilian identification card.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Personal interviews and history statements from the individuals; abstracts or copies of pertinent medical records; examination records of intelligence, personality, achievement, and aptitude; reports from attending and previous physicians and other medical personnel regarding the results of physical, dental, and mental examinations, treatment, evaluation, consultation, laboratory, x-ray and special studies and research conducted to provide health care and medical treatment, and similar or related documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0917.09aDASG

SYSTEM NAME:

917.09 Alcohol and Drug Abuse Rehabilitation Files

SYSTEM LOCATION:

Alcohol and Drug Abuse Prevention and Control Program (ADAPCP) rehabilitation/counseling facilities (e.g., halfway houses, rap centers) at installation level.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who is diagnosed as an alcohol drug abuser by a physician and subsequently enrolled in the ADAPCP.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains client intake and follow-up records, initial interview forms, psychosocial histories, counselor observations and impressions of client's behavior and rehabilitation progress, copies of medical consultation and laboratory procedures performed, results of biochemical urinalysis for drug abuse, and similar or related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title V, Public Law 92-129; Section 413, Public Law 92-255.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Blanket 'routine uses' identified in 44 FR 73728 do not apply to this system of records.

Records of identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein be confidential and be disclosed only for the purposes and under the circumstances expressely authorized in Title 21 U.S.C., Section 1175, as amended by 88 Stat. 137, and Title 42 U.S.C., Section 4582, as amended by 88 Stat. 131. These statutes take precedence over the Privacy Act of 1974, in regard to accessibility of such records except to the individual to whom the record pertains.

Within the Armed Forces or within those components of the Veterans Administration furnishing health care to veterans or between such components and the Armed Forces.

To medical personnel outside the Armed Forces to the extent necessary to meet a bona fide medical emergency.

To Government personnel for the purpose of obtaining benefits to which the patient is entitled.

To qualified personnel for the purpose of conducting scientific research, management or financial audits, or program evaluation, but such personnel may not identify, directly or indirectly, any individual patient in any report of such research, audit or evaluation, or otherwise disclose identities in any manner.

To a court of competent jurisdiction upon authorization by an appropriate order after showing good cause therefor. In assessing good cause, the court shall weigh the public interest and the need for disclosure against the injury to the patient, to the physician-patient relationship, and to the treatment services. Upon the granting of such order, the court, in determining the extent to which any disclosure of all or any part of any record is necessary, shall impose appropriate safeguards against unauthorized disclosure.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records maintained in file folders.

RETRIEVABILITY:

Filed alphabetically by last name and maintained in ADAPCP facilities for 1 year following termination of treatment. Selected forms are transferred to the service member's health record.

SAFEGUARDS:

Files and records are maintained in central storage areas in locked file cabinets. Access is limited only to authorized individuals.

RETENTION AND DISPOSAL:

Records maintained in ADAPCP facilities are destroyed 1 year after termination of the case.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Department of the Army, The Pentagon, Washington, DC 20310; Commanders of medical department activities.

NOTIFICATION PROCEDURE:

Information may be obtained from Commander of medical center or medical department activity at installation where treatment for alcohol/drug abuse was obtained.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, medical center or medical department activity at installation where treatment was received; or Headquarters, Department of the Army (DASG-HCA), Room 2C468, The Pentagon, Washington, DC 20310.

Written requests for information should contain the full name of the individual, social security number, year of birth, current address, and telephone number. Visits are limited to Alcohol and Drug Abuse Prevention and Control Program facilities, medical center or medical department activity; and Alcohol and Drug Policy Office (DASG-HCA), The Pentagon, Washington, DC 20310.

For personal visits, the individual should be able to give sufficient identification and provide some verbal information that can be verified from his/her file.

CONTESTING RECORD PROCEDURES:

The Army's policy for gaining access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Interviews, personal history statements, abstracts or copies of pertinent medical records, abstracts from personnel records, results of tests, physician's notes, observations of client's behavior, related notes, papers, and forms from counselor and/or clinical director.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0917.10DASG

SYSTEM NAME:

Family Advocacy Case Management Files

SYSTEM LOCATION:

Primary: Commander, Patient Administration System and Biostatistics Activity, ATTN: HSHI, OPS (AFAP), Ft Sam Houston, TX 78234.

Secondary: Office of The Surgeon General, Headquarters, Department of the Army, ATTN: DASG-PSC-G, The Pentagon, Washington, DC 20310; US Army medical treatment facility and/or family advocacy case management team office on post, camp, or station where file was initiated or, in some cases, subsequently transferred upon

reassignment of military member. Addresses are contained in the appendix to the Army inventory of system notices at 44 FR 74011, December 17, 1979.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All family members entitled to care at Army medical and dental facilities whose abuse or neglect is brought to the attention of appropriate authorities and all persons suspected of abusing or neglecting such family members.

CATEGORIES OF RECORDS IN THE SYSTEM:

Medical records of suspected or established cases of child abuse or neglect and cases of spouse abuse, extracts of law enforcement investigative reports, correspondence, family advocacy case management team reports, follow-up and evaluative reports, and other supportive data relevant to individual family advocacy case management files.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Child Abuse Prevention and Treatment and Child Abuse Prevention and Treatment and Adoption Program Reform Acts, 42 U.S.C. 5101, et seq; 5 U.S.C. 301 and 10 U.S.C. 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used by the Department of the Army:

(1) To provide child abuse and neglect treatment services and treatment services for abused and abusive spouses. Services include mental health, education, counseling, health care, child protection, legal and referral, for members and former members of the uniformed services, civilians, and dependents receiving medical care under Army auspices;

(2) To determine qualifications and suitability of Army personnel for duty assignments and fitness of continued military service;

(3) To perform research studies and compile statistical data concerning uniformed services personnel, civilians and dependents receiving medical care under Army auspices.

Information may be disclosed to:

(1) Officials and employees of other components of the Department of Defense and other departments and agencies of the Executive Branch of government in performance of their official duties relating to coordination of family advocacy programs, medical care and research concerning child abuse and neglect, and spouse abuse;

(2) The Attorney General of the United States or his authorized representatives in connection with litigation or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies;

(3) Federal, state, or local governmental agencies when it is deemed appropriate to use civilian resources in counseling and treating individuals or families involved in child abuse or neglect, or spouse abuse, or when appropriate or necessary to refer a case to civilian authorities for civil or criminal law enforcement;

(4) National Academy of Sciences, private organizations and individuals for health research in the interest of the Federal government and the public, and authorized surveying bodies for professional certification and accreditation such as Joint Commission for the Accreditation of Hospitals.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, microfilm, magnetic tape or disk, punched cards, machine listings, and other computerized or machine readable media.

RETRIEVABILITY:

By name of the suspected abused child or the abused or abusive spouse and the name and/or Social Security Number (SSN) of the military member. (Information is never indexed by the name or SSN of any other person not an Army employee or member.)

SAFEGUARDS:

Records are maintained in various kinds of filing equipment in specified monitored or controlled areas. Public access is not permitted. Records are accessible only to authorized personnel who are properly screened and trained, and on a need-to-know basis only. Computer terminals are located in supervised areas with access controlled by password or other user code system.

RETENTION AND DISPOSAL:

Records are retained in decentralized office files for 5 years after the end of the year in which the case is closed and are then destroyed. Records (DA Form 4461-R) in the central registry at the primary location are retained until the child is age 23 after which information is erased/destroyed; information on adults is retained for 5 years after the end of the year in which the case was closed and is then erased.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether this system of records contains information about them should contact either the commander of the medical center or hospital where treatment was received, or the Central Registry at the Patient Administration System and Biostatistics Activity, Ft Sam Houston, TX 78234.

RECORD ACCESS PROCEDURES:

Individuals seeking access to records in this system pertaining to them should submit a written request as indicated in 'Notification procedure' above. Individual should provide his/her full name, Social Security Number, current address, date and location details that will assist in locating the record, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Information is obtained from the individual, educational institutions, medical institutions, police and investigating officers, state and local government agencies, witnesses, and records and reports prepared on behalf of the Army by boards, committees, panels, auditors, etc. Information may also derive from interviews, personal history statements, and observations of behavior by professional persons (i.e., social workers, physicians - including psychiatrists and pediatricians, psychologists, nurses, and lawyers).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

All portions of this system which fall within 5 U.S.C., section 552a(k)(2) and (5) are exempted from the following provisions of Title 5 U.S.C., section 552a: (d). (See 32 CFR 505 (Army Regulation 340-21)).

A0918.05DASG

SYSTEM NAME:

918.05 Tuberculosis Registry

SYSTEM LOCATION:

Medical centers, world-wide, Army Hospitals, world-wide, Army Health clinics, world-wide, Army

Official mailing addresses are in the Department of Defense Directory in the Appendix.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel eligible to receive medical care from Army medical treatment facilities to the extent authorized in Army Regulations AR 40-3 and AR 40-121.

CATEGORIES OF RECORDS IN THE SYSTEM:

The only record in this system is the Tuberculosis Registry (Department of the Army (DA) Form 3897-R) form which is used by medical personnel on all persons eligible for military medical care under medical surveillance for tuberculosis.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301; Title 10 U.S.C., Section 1071; Title 44 U.S.C., Section 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Form is maintained to serve as a current registration of all tuberculosis cases, contacts and convertors and as a suspense file to insure timely follow-up.

Form is used by medical personnel to record all pertinent information relative to individual's status, i.e., tuberculosis case, contact or convertor; tests performed, date performed and results of tests; drug therapy regimen; and recommendations for frequency of visits, tests, and duration of follow-up.

The medical treatment facility commander is responsible for the maintenance of this registry. The actual file and surveillance is performed by the medical treatment facility, Health and Environment Activity.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper folders in file folders or vertical file cards.

RETRIEVABILITY:

Filed alphabetically by last name of sponsor.

SAFEGUARDS:

Form is filed in office packed during non-duty hours.

Professional and trained non professional Health and Environment activity staff, civilian and military, personnel are authorized access to these records.

RETENTION AND DISPOSAL:

Forms are retained in Health and Environment Activity Office as long as sponsor assigned to area serviced by Army medical treatment facility.

Form is mailed to medical treatment facility commander of joining organization upon permanent change of station for active duty military sponsor.

Medical treatment facility commander notifies the appropriate State health department or Veterans Administration when military sponsor is discharged or separated from the Army.

When medical surveillance is discontinued, the form is removed from the active file and placed in an inactive file for a period of 1 year and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Requests for information should be addressed to the Patient Administration Office of the medical treatment facility where care was provided.

Information may be obtained from:

Patient Administration Office of Army medical treatment facilities which provided the health nursing care.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Patient Administration Office of Army medical treatment facility from which health nursing care was provided.

Written requests for information should contain the full name of the individual, military or retired sponsor's social security number, relationship to sponsor, current address and telephone number and the name of military medical treatment facility which provided health nursing care.

Visits are limited to Patient Administration Office of the Army medical treatment facilities which provided the health nursing care.

For personal visits, the individual should be able to provide some acceptable identification, i.e., military, retired military or dependent identification card, driver's license, and give some verbal information that could be verified with his health nursing records.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from local Army medical treatment facility commanders.

RECORD SOURCE CATEGORIES:

Medical and other allied health professional and non professional personnel, civilian and military.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0922.01aDASG

SYSTEM NAME:

922.01 Occupational Health and Tuberculosis Control System

SYSTEM LOCATION:

Decentralized segments: Health and Environment Activity, Management Information Systems Office (MISO), Fitzsimons Army Medical Center (FAMC), Denver, CO 80240.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals treated on an outpatient basis by the medical treat- ment facility (MTF) for whom specific occupational health ex- aminations have been requested. This includes civilian employees, active duty (AD) military stationed at FAMC and their dependents.

CATEGORIES OF RECORDS IN THE SYSTEM:

Tuberculosis Control (TB) and Occupational Health Data Cards reflecting medical test results of all individuals incorporated within the TB Control and Occupational Health System. Health data cards contain the following: names, social security number (SSN), date of birth, marital status, place of birth, dates of medical surveillance tests and their results.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 29, Code of Federal Regulations (CFR), Chapter XVII, Part 1910, Occupational Safety and Health Standard and Title 5 U.S.C., Section 150.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by the Health and Environment Activity, FAMC, to determine medical fitness and to evaluate health of AD military personnel, civilian employees and dependents pursuant to providing appropriate preventive medicine programs.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tapes are stored in MISO Tape Library by system or program

number. Paper listing stored in file cabinets. Medical test results are stored at the Health and Environment Activity in file cabinets.

RETRIEVABILITY:

Stored by terminal digit file system (social security number (SSN)) and last name.

SAFEGUARDS:

Magnetic tape storage library is secured by locked doors. Office is checked daily by staff personnel. Individuals employed in data use are given orientations as to sensitivity of personnel information and the obligation to protect information.

RETENTION AND DISPOSAL:

Master program is retained indefinitely. Computer data bank records are destroyed by conventional binary overwriting. Medical test results are transferred to military medical records when individual departs FAMC. Civilian employee Occupational Health and TB Control data cards withdrawn from Health and Environment Activity and forwarded to Civilian Personnel Officer (CPO), FAMC, for inclusion with Civilian Personnel Record Jacket. Withdrawn and retired to National Personnel Records Center, 111 Winnebago St., St. Louis, MO 63118. Civilian employee medical records file destroyed 25 years after separation. Civilian employees transferring to another duty station: records are forwarded to gaining installation CPO by FAMC CPO. Other civilian categories-dependents of AD military: medical surveillance test results transferred to outpatient medical treatment records, and TB Control Data Card destroyed by mutilation.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Health and Environment Activity, FAMC, Denver, CO 80240.

NOTIFICATION PROCEDURE:

Information may be obtained from Patient Administration Division, FAMC. Official mailing address is:

Chief, Patient Administration Division
Fitzsimons Army Medical Center
Denver, CO 80240

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Patient Administration Division, FAMC, Denver, CO 80240.

Requesting individual is requested to submit full name, SSN (if military dependent, sponsor's SSN, date care was provided. For personal visits, the requester is required to provide full name, SSN, some form of acceptable identification such as identification card (ID), driver's license.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determination are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Occupational Health and TB Control Data Cards prepared by personnel assigned to Health and Environment Activity at time of incorporation into the Occupational Health and TB Control System.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0923.01aDASG

SYSTEM NAME:

923.01 Individual Safety and Health System

SYSTEM LOCATION:

Primary System: Edgewood Arsenal, Aberdeen Proving Ground, MD 21010.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All employees and military members working within Edgewood Arsenal, occupationally exposed to environmental health hazards.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains documents reflecting the training, experience and certification to work within hazardous environments; external exposures to: chemicals, radiation, physical stress, nonhuman primates, including personnel monitoring results, work area monitoring readings, and similar and related documents; personnel protective equipment and medical programs required to limit exposure to environmental safety and health hazards.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 29, Code of Federal Regulations (CFR) Chapter 17; Executive Order (EO) 11807; EO11612.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To insure that the individual is qualified to perform duties under environmental stress and to insure environmental stress is limited to lowest level practical and in other environmental safety management. Provided upon request to authorized representatives of the assistant Secretary of Labor.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records and computer magnetic tapes, or disks, computer paper printouts.

RETRIEVABILITY:

Filed and retrieved by social security number (SSN), job number, medical information number, alphabetically by name, supervisor's name, and work area.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened and trained.

RETENTION AND DISPOSAL:

Permanent Computer Files: retained 5 years after reassignment, transfer or separation of individual. Personnel exposure files: area monitoring data indicating normal exposure is retained 5 years after evaluation and recorded on permanent records.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Headquarters, US Army Edgewood Arsenal, Aberdeen Proving Ground, MD 21010.

NOTIFICATION PROCEDURE:

Information may be obtained by written request to:

Commander, Edgewood Arsenal
ATTN: SAREA-SA
Aberdeen Proving Ground, MD 21010.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Commander, Edgewood Arsenal, ATTN: SAREA-SA, Aberdeen Proving Ground, MD 21010.

Requests should contain SSN, current address, and individual's signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from the official responding to a written request.

RECORD SOURCE CATEGORIES:

Written application from the individual requesting access, employee's supervisor, medical department and the Edgewood Arsenal Safety Office.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0924.01DASG

SYSTEM NAME:

Army Community Health Nursing Records - Family Records.

SYSTEM LOCATION:

Army Medical Centers and hospitals, world-wide. (Official mailing addresses are in the Appendix to the Army's Inventory of System Notices.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals eligible for Army military medical care.

CATEGORIES OF RECORDS IN THE SYSTEM:

Family Record Form (DA Form 3762) and Case Referral Form (DA Form 3763).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., Section 301; 10 U.S.C., Section 1071.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

By the Department of Army to identify family members who receive Army community health nursing care. Information includes the source of referral, medical diagnosis, observations, socio-economic, plans and goals for nursing care, and summarization of consultations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders retained in the Army Community Health Nursing Office; copy of DA Forms 3762 and 3763 filed in individual's outpatient medical record.

RETRIEVABILITY:

By surname of eligible military member or sponsor.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel, having official need for the information. Facilities are locked during non-duty hours.

RETENTION AND DISPOSAL:

Records are destroyed 3 years after the case is closed.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not this system contains information on them should inquire of the Patient Administration Office of Army Medical Treatment Facilities which provided the health nursing care.

RECORD ACCESS PROCEDURES:

Individuals who desire access to records pertaining to them should write to the Army Medical Treatment Facility where the record is believed to exist and furnish their full name, social security number; name and SSN of sponsor, if applicable; relationship to military member; current address and telephone number. Written requests must bear signature of the requestor. For personal visits, individual must provide acceptable identification, i.e., military or dependent ID, driver's license, etc., and verbal information that can be verified with appropriate health nursing records.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR P. 505).

RECORD SOURCE CATEGORIES:

From the individual, family members, other persons having information relevant to health of family members; educational institutions; civilian health, welfare, and recreational agencies; civilian law enforcement agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0924.04DASG

SYSTEM NAME:

924.04 School Health Files

SYSTEM LOCATION:

Dependent school systems in the Continental United States (CONUS) in which similar state, county or city civilian forms are not used.

Overseas dependent school systems under the jurisdiction of the Department of the Army.

Official mailing addresses are in the Department of Defense (DOD) Directory in the Appendix to the component's systems notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Students enrolled in kindergarten thru 12th grade attending schools as listed above.

CATEGORIES OF RECORDS IN THE SYSTEM:

Recorded in this system is the school health record form (DA Form 4112) which is used to record pertinent data concerning a student's health.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301;
Title 10 U.S.C., Section 1071;
Title 44 U.S.C., Section 3101: Records Management by Agency Heads.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Recorded data assists school and medical personnel in providing and evaluating school health services as well as the needs of the student.

Identifying information, health history and types and dates of immunizations are obtained from parents and entered on the form.

Results of physical examination and screening tests are entered at time of examination.

Nurse: student visits and consultations with parents, school personnel and other appropriate individuals in behalf of the student are recorded on reverse side of the form.

Primary users of this form are professional dependent school and specially trained medical personnel. Occasionally it is necessary to disclose all or some data found in the school health records to include but not limited to law enforcement agencies, protective services or similar health and welfare institutions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Generally, record stored in paper records by school classes and retained in school nurse's office.

Records are filed so as to preclude access by unauthorized personnel.

In some cases, permanent copy of record is filed with rest of family records in the medical treatment facility outpatient record room, while a copy of the school health form is filed as described above.

RETRIEVABILITY:

Filed alphabetically by last name of student and school grade.

SAFEGUARDS:

Files stored in locked cabinets and office doors locked when school is not in session.

Professional dependent school and specially trained medical personnel are only individuals who have access to this information.

RETENTION AND DISPOSAL:

Record remains in school nurse's office as long as student remains in that

school. When child is transferred to another school, the record is given to the parent to deliver to the next school.

SYSTEM MANAGER(S) AND ADDRESS:

Principal of school in which individual is enrolled.

NOTIFICATION PROCEDURE:

Requests from parent or student should be addressed to the above SYSMANAGER.

The name, date of birth and social security number (SSN) of sponsor will be required from the requesting individual.

RECORD ACCESS PROCEDURES:

Official mailing addresses are in the DOD Directory in the Appendix to the component's system notice.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the appropriate SYSMANAGER or local medical treatment facility commander, as applicable.

RECORD SOURCE CATEGORIES:

Dependent professional school and especially trained medical personnel, and parents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0929.02aDASG

SYSTEM NAME:

929.02 Privately Owned Animal Record Files

SYSTEM LOCATION:

Veterinarian service at medical facilities on Army installations and activities. Official mailing addresses are in the Directory of United States Army addresses following the annual compilation of Army system notices published in the Federal Register.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons whose privately owned animals receive veterinary care.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record contains name, home address, and telephone number of animal's owner; treatment of animal; and related information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Sections 133, 1071 thru 1087, 5031 and 8012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To record registration, vaccination, and/or treatment of animals; to compile statistical data; and to identify animals registered with the Veterinary Animal Disease Prevention and Control Facility in connection with the Veterinary Prevention Medicine and Zoonotic Disease Control Program.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records.

RETRIEVABILITY:

Alphabetically by the animal owner's last name.

SAFEGUARDS:

Records are maintained in buildings which are locked when unattended, and are accessed only by authorized personnel having an official need-to-know.

RETENTION AND DISPOSAL:

Destroyed within 6 months of death of the animal, expiration of rabies vaccination, or transfer of owner.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the veterinary facility where the animal was treated or euthanized.

RECORD ACCESS PROCEDURES:

Written requests should contain the animal owner's full name, home address, and telephone number; and the animal's rabies vaccination number. Personal visits may be made to the veterinary facility where animal was treated. Owner must provide personal identification such as a valid military identification card or driver's license.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Animal owner, veterinarian reports, and similar or related documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1001.02aTRADOC

SYSTEM NAME:

1001.02 MASSTER OSUT Individual Basic Training Survey

SYSTEM LOCATION:

Primary System: Office of the Director, Engineering and Instrumentation Directorate, Automatic Data Processing Division, Test Support Branch, Headquarters, Modern Army Selected System Test, Evaluation and Review (MASSTER), ATMAS-EI-DP, Ft Hood, TX 76554.

Decentralized Segments: Office of the Management Information Systems Officers at Fts Polk, LA; Gordon, GA; Knox, KY; Leonard Wood, MO; Sill, OK; Bliss, TX.

Official mailing addresses are in the Department of Defense Directory in the Appendix.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Officers and enlisted personnel currently assigned or attached as training cadre; enlisted personnel assigned or attached for purpose of completing US Army individual basic training and/or individual advanced training at Fts Polk, LA; Gordon, GA; Knox, KY; Leonard Wood, MO; Sill, OK; Bliss, TX; First-line officer and enlisted supervisors of the graduate trainee upon arrival at his first United States (US) Army Forces Command (FORSCOM) station/unit after graduation.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain automated records on individuals to include social security number (SSN); last name, first name; middle initial; date assigned; unit assigned; race; marital status; component; age; education level and years; prior service; branch of service; enlistment option; enlistment commitment; military occupational specialty (MOS) training; infusee/recycle into unit; mental category; general technical aptitude area (GT) score; years of active service; grade; job title; last primary MOS (PMOS) score; PMOS; combat experience; months' total experience on this job; drill sergeant program entry method; gaining unit identification code (UIC); all trainee daily incidents such as discharge, Uniform Code of Military Justice (UCMJ) actions, sick call, absent without leave (AWOL), recycles, receipt of mental hygiene consultation service, graduated, injured in training; non-graduate and reason, admittance to hospital; all trainee basic MOS qualification tests and scores to include the number of attempted tries to pass the tests;

supervisors' responses to an automated questionnaire as to the graduate trainees' level of expertise and qualifications to function at an entry skill level for his assigned MOS; an attitude survey on trainees as a group unit which is not keyed to individuals' name or SSN.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 44 U.S.C., Section 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide Commanders of US Training and Doctrine Command (TRADOC), MASSTER, Ft Polk, Ft Gordon, Ft Knox, Ft Leonard Wood, Ft Sill, and Ft Bliss with the ability to determine if the OSUT philosophy is a successful method of training the individual soldier of the US Army in critical entry level skills for first unit assignment through the use of the following statistical summary documents on groupings of trainees by units of assignment: Trainee Biographical Summary Data; Individual Biographical Training Data; Cadre Biographical Summary Data; Cadre Individual Biographical Data; Training Personnel Status and Update of Incident Data; Trainee Basic Physical Fitness Test Summary Data; Trainee Advanced Physical Fitness Test Summary Data; Trainee Weapons Qualification Summary Data; Trainee Individual Branch or MOS Qualification Test Summary Data; Summary of Critical Task Results Data, Summary of Unit Profile Data; Individual Trainee SSN, Name Sequence Reference Data; additionally, statistical summary reports are generated on as 'as required' basis in response to specific management queries.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tapes, disks and paper printouts.

RETRIEVABILITY:

SSN, unit of assignment, date; computer indices are required to retrieve individual records from the system.

SAFEGUARDS:

Automated media protected by controlled access to operations rooms, restricted output distribution; computer printouts protected by locked cabinets, personnel screenings, and a need-to-know verification.

RETENTION AND DISPOSAL:

Records on all automated media and computer printout are destroyed when no longer needed.

SYSTEM MANAGER(S) AND ADDRESS:

Primary System: Management Information Systems Officer, HQ, MASSTER, Ft Hood, TX 76554.

Decentralized Segments: Management Information Systems Officers at Fts Polk, LA; Gordon, GA; Knox, KY; Leonard Wood, MO; Sill, OK; Bliss, TX.

NOTIFICATION PROCEDURE:

Information may be obtained from SYSMANAGER.

RECORD ACCESS PROCEDURES:

Information may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Individual interviewed, Standard Installation/Division Personnel System (SIDPERS) automated system interfaces, military personnel records, and individual trainee qualification test score cards.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1001.07aDAMO

SYSTEM NAME:

1001.07 Student Research Report Index

SYSTEM LOCATION:

Computer data base, United States Army War College (USAWC), 1971-current;

USAWC Library card catalog, 1966-1970;

Military History Research Collection (MHRC), 1951-1965.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

USAWC students and selected staff and faculty who prepared a research report, either independently or as part of a group.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain author's name, rank, branch of service, and title of research paper.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To locate reports prepared by USAWC personnel.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

In computer data base.

On 3x5 cards in respective library card catalog.

RETRIEVABILITY:

Filed alphabetically by last name of author.

SAFEGUARDS:

Manual card catalog at USAWC Library: Entrance is monitored through closed circuit TV by military policeman on duty at building entrance.

Files are available to personnel authorized entrance to the Library.

Manual card catalog at MHRC: Files are available to personnel authorized use of the collection.

RETENTION AND DISPOSAL:

Records are permanent. Manual records are retained in USAWC Library files until research reports are transferred to MHRC; then records are transferred with reports.

SYSTEM MANAGER(S) AND ADDRESS:

Secretary, USAWC, Carlisle Barracks, PA 17013.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Library
United States Army War College
Carlisle Barracks, PA 17013
Telephone: Area Code 717/245-4318
Military History Research Collection
Carlisle Barracks, PA 17013
Telephone: Area Code 717/245-3611

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Secretary, United States Army War College, Carlisle Barracks, PA 17013, or to Director, Military History Research Collection, Carlisle Barracks, PA 17013.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Correspondence from the individual; magazines, newspapers, biographical reference works.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1001.08aDAAG

SYSTEM NAME:

1001.08 Office Personnel Training Files

SYSTEM LOCATION:

Maintained by officials designated to administer agency training programs at Headquarters, Department of the Army staff, field operating agencies, major commands, installations, and activities. Official mailing addresses are in the Directory of United States Army Addresses following the annual compilation of Army system notices published in the Federal Register.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilan personnel employed by the Army who have been selected or scheduled for, or have recently completed training related to functional responsibilities of the office to which assigned or are in furtherance of individual's career development.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records pertain to the scheduling and follow-up of military and civilian training courses. Documents include (a) annual projection of individual training necessary to maximize personal career development goals and mission accomplishment; (b) tuition, personnel and travel costs; (c) course name and training facility at which offered; and (d) personal data including name, rank/grade, social security number (SSN), security clearance, resume of educational background to include academic achievements, on-the-job and formal classroom training, and related management reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide management and individuals with reports of training completion, courses scheduled to be taken, and related required actions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; computer magnetic tapes and disks.

RETRIEVABILITY:

By name and/or SSN.

SAFEGUARDS:

All records are maintained in secured buildings, in either file cabinets or areas accessible only to authorized persons having a need-to-know. Computer rooms are accessible only by authorized personnel through controlled access. Computer software precludes unauthorized access to the file by use of a system password and system lock-out procedures.

RETENTION AND DISPOSAL:

Records are destroyed after 1 year or when no longer required.

SYSTEM MANAGER(S) AND ADDRESS:

Commander of organization/activity maintaining the record.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER

RECORD ACCESS PROCEDURES:

Requests should be addressed to appropriate commander/training officer/supervisor. Written requests should include full name of individual and SSN. For personal visits, individual must provide acceptable identification, such as driver's license, military or civilian identification card.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Individual applying for training, his/her supervisor, agency training officer, or from office personnel files.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1001.08bDAMO

SYSTEM NAME:

1001.08 Student Reference Files

SYSTEM LOCATION:

United States Army War College (USAWC), Carlisle Barracks, PA 17013.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and previous resident and correspondence students at USAWC, Carlisle Barracks, PA 17013.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records are composed of draft and final academic reports, feeder reports and similar actions while individual was a student, and evaluations (grades).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Selection of future faculty members; preparation of final academic reports; determination of student status; record for possible transfer of college credits when requested by the individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in manual files and computer data base with access limited to Commandant, Deputy Commandant, Secretary, Chairman, Department of Correspondence Studies, Deputy Secretary, necessary administrative personnel, and others authorized by Secretary or Chairman, Department of Corresponence Studies, USAWC.

RETRIEVABILITY:

Primarily by name and class year.

SAFEGUARDS:

Disk is maintained in a secure area with access only to authorized personnel. Manual data are maintained in a restricted area in lockable file cabinets.

RETENTION AND DISPOSAL:

Indefinite.

SYSTEM MANAGER(S) AND ADDRESS:

Dual responsibility of Secretary and Chairman, Department of Correspondence Studies, USAWC, Carlisle Barracks, PA 17013.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Information may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information in the records is obtained from academic schedules and raters of individuals throughout the academic year.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1002.02aTRADOC

SYSTEM NAME:

1002.02 Assessment of Tank Crew Training

SYSTEM LOCATION:

Primary System: Training Development Branch, Quality Control and Analysis Division, Deputy Chief of Staff for Operations and Plans Headquarters, Modern Army Selected System Test, Evaluation and Review (MASSTER), Ft Hood, TX 76544, ATMAS-OP-Q.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Officer and enlisted personnel who are currently assigned to selected tank battalions at Ft Hood, TX; Ft Riley, KS; Ft Benning, GA; and United States (US) Army, Europe.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain automated records on individuals to include social security number (SSN), first name, middle initial and last name; rank; time in service; time in grade; unit assigned; specific vehicle assigned; primary and duty military occupational specialty (MOS); height; weight; age; date of advanced individual training; date and name of other military schooling; date assigned to tank crew; combat experience; civil schooling level; marital status; manner of enlistment; indications of reduction in rank; reenlistment intention; primary and duty MOS test scores; time in MOS; aptitude scores; date of rank; past courts-martial; past flagging actions of records; state of birth; civil occupation; date of last physical examination; sex; race; physical profile and limitations; assignment considerations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 44 U.S.C., Section 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide Commander (Cdr), Training and Doctrine Command (TRADOC); MASSTER; Cdr, Ft Knox, KY; Cdr, Army Research Institute; Cdr, Army units involved in providing information with the ability to determine methods for selecting and controlling personnel in tank crews through the use of the following statistical summary documents: Tank Crew Position Summary Data; Tank Unit Summary Data; Top and Bottom Ten Percent Summary Data.

Additionally, statistical summary reports are generated on an 'as required' basis in response to specific management queries.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tapes, disk and paper printouts.

RETRIEVABILITY:

SSN (last four digits); unit of assignment; crew assignment crew position. Computerized indices are required to retrieve individual records from the system.

SAFEGUARDS:

Automated media protected by controlled access to operations rooms; Restricted output distribution; Computer printouts protected by locked cabinets, personnel screenings, and a need-to-know verification.

RETENTION AND DISPOSAL:

Records will be maintained as a permanent data base for future comparisons.

SYSTEM MANAGER(S) AND ADDRESS:

Primary System: Management Information Systems Officer, HQ, MASSTER, Ft Hood, TX 76544.

NOTIFICATION PROCEDURE:

Information may be obtained from SYSMANAGER.

RECORD ACCESS PROCEDURES:

Information may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Individual questionnaire; Standard Installation/Division Personnel System (SIDPERS) automated system interfaces; military personnel and medical records; tank crew gunnery qualification records; personal interviews.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1004.06aTRADOC

SYSTEM NAME:

1004.06 ROTC Financial Assistance (Scholarship) Application File

SYSTEM LOCATION:

Primary System: United States (US) Army Training and Doctrine Command (USATRADOC)

Decentralized Segments: US Army Reserve Officers' Training Corps (ROTC) Regions, Reserve Officers' Training Corps elements of civilian educational institutions.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Files contain applications received from individual students and service members who desire to participate in the Army ROTC Financial Assistance (Scholarship) Program.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain individual application for membership; individual academic transcripts; college board scores and test results forms; applicant reference forms; application data worksheet; individual photograph; interview board results; applicant acceptance or declination form; notice of selection or nonselection; notice of applicant medical status to include reports of medical examination; Professor of Military Science or Commanding Officer's evaluation of applicant; letters of recommendation to include Congressional inquiries; Congressional or other letters of inquiry regarding applicant selection or non selection; reports of Reserve Officers' Training Corps Advanced Camp, Ranger Camp or Basic Camp performance of applicant; report of selection board action to include applicant scores in the areas evaluated for selection; information regarding applicant's choice of institution.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 2101-2111.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

USATRADOC: To make selection of 4-year financial assistance recipients, 2-year financial assistance enlisted active duty scholarship recipients and 1-year financial assistance recipients; to determine applicant medical status, enrollment of individuals in the ROTC; to compile statistics used in managing the financial assistance program; to develop policies and procedures for administration of the financial assistance program.

US Army Reserve Officers' Training Corps Regions: To make preliminary selection of 4-year financial assistance recipients, final selection of 3-year and 2-year financial assistance recipients; to

enroll financial assistance recipients; to monitor the distribution of financial assistance recipients; to develop policies and procedures for administration of designated portions of the financial assistance program.

ROTC elements of civilian educational institutions: To make preliminary selection of 3- and 2-year financial assistance recipients; to enroll financial assistance recipients; to monitor recipient's academic and ROTC performance - to provide name, address and academic purpose of assisting applicants/recipients in obtaining enrollment at a host educational institution.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folder; selected data automated for management facility in a perishable manner on tapes, disks, cards and data printouts; microfilm and microfiche.

RETRIEVABILITY:

Records accessed by name, social security account number, automatic data processing (ADP) parameter of characteristics of qualification or identity.

SAFEGUARDS:

Records maintained in areas accessible only to authorized personnel that are trained and cleared for duties relating to personnel administration.

RETENTION AND DISPOSAL:

Records range from 1 year to 5 years retainability depending on the continuing value to the individual or the department.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Training and Doctrine Command, Ft Monroe, VA 23651.

NOTIFICATION PROCEDURE:

Information may be obtained from: Commander, US Army Training and Doctrine Command; Commander, US Army Reserve Officers' Training Corps Region; Professor of Military Science of the civilian educational institution in which the individual is an enrolled ROTC financial assistance member.

RECORD ACCESS PROCEDURES:

Requests from individuals applying for the 4-year financial assistance program or the 2-year enlisted active duty program should be addressed to: Commander, US Army Training and Doctrine Command, Ft Monroe, VA 23651. Requests from individual applicant for the 3- or 2-year financial assistance program should be addressed to Commander of the ROTC Region in which the applicant has applied for the program.

Written requests for information should contain the full name of the requester, current address and telephone number and some definitive identification of the information desired.

For personal visits, the individual should be able to provide some commonly used identification, such as driver's license or personal identification card used in the normal transaction of business.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents of records and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Application and related forms, records and correspondence from the applicant or enrollee; medical examination and related records generated and accumulated from individual application and membership in the program by the appropriate civilian institution, Army staff agencies, Army commands, and federal executive or legislative department agencies responsible for the action concerned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1010.03aDAMO

SYSTEM NAME:

1010.03 National Security Seminar (NSS) Guest Reference File

SYSTEM LOCATION:

United States Army War College (USAWC), Carlisle Barracks, PA 17013.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Prominent military and civilian personnel who are or have been recommended for attendance at USAWC National Security Seminar (NSS) held annually.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains name, occupational category, file number, current position, title, address, telephone number, date of birth, (DOB) place of birth (POB), security clearance, equal opportunity information, recommender, and other administrative data necessary to coordinate processing lists and invitations for the current seminar. Also selected reference clippings from publicly available sources and biographical sketch data furnished by individuals who agree to attend.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Request limited security clearance for prospective attendees; select attendees; prepare invitations; prepare biographical sketch for distribution to attendees and other personnel and agencies authorized by SYSMANAGER; maintain historical record of attendees; provide the Army with information concerning prospective attendees.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Stored in computer data base and manual files with access limited to Commandant, Deputy Commandant, Secretary, Deputy Secretary, Chairman, Department of Military Strategy, Planning and Operations (DMSPO), necessary administrative and other personnel authorized by Director, NSS.

RETRIEVABILITY:

Primarily by name, identification (ID) number, geographical location recommender, equal opportunity information, profession. Can be retrieved by any data element.

SAFEGUARDS:

Disk is maintained in a secure area with access only to authorized personnel. Manual data are maintained in a restricted area in lockable file cabinets.

RETENTION AND DISPOSAL:

Biographical data are permanent. All other data are destroyed when no longer required for reference.

SYSTEM MANAGER(S) AND ADDRESS:

Director, NSS, USAWC, Carlisle Barracks, PA 17013.

NOTIFICATION PROCEDURE:

Information may be obtained from SYSMANAGER.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the Commandant, USAWC, ATTN: Dir, NSS, Carlisle Barracks, PA 17013.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents of records

and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Original entry from recommendations by USAWC personnel, Department of Defense (DOD) agencies, prior attendees, and other academic institutions. Biographical sketch data provided by direct communication with the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1010.07aTRADOC

SYSTEM NAME:

1010.07 Army School Files

SYSTEM LOCATION:

United States (US) Army Training & Doctrine Command (TRADOC) schools, colleges and training centers. Addresses are in the Department of Defense Directory in the Appendix to this Federal Register.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Assigned and potential instructors and guest speakers at above locations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Instructor evaluation forms, qualification data, biographical sketches and similar or related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Documents accumulated by schools provide a locally available record of qualifications, experience, effectiveness and comparable information on potential instructors, assigned instructors and guest speakers. They are used in requesting assignment or employment of instructors, utilizing instructors and determining their need for additional training.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, visible and vertical card files.

RETRIEVABILITY:

Information is accessed and retrieved by name, social security number (SSN)/service number, and by year.

SAFEGUARDS:

Locked cabinets or locked rooms depending on location.

RETENTION AND DISPOSAL:

Place in inactive file on transfer or separation of the instructor. Inactive file cut off after 5 years, held 5 years and destroyed. Earlier destruction is authorized.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Training & Doctrine Command, Ft Monroe, VA 23651.

NOTIFICATION PROCEDURE:

Information may be obtained from the Commander, US Army Training & Doctrine Command, ATTN: ATAG-FOIA, Ft Monroe, VA 23651.

RECORD ACCESS PROCEDURES:

Written requests for information should be addressed to the commander of the appropriate school, college or training center. Requests should contain the full name, rank, SSN/military service number, duty position, academic department and dates of service at the applicable training activity.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Staff and faculty of appropriate school, college or training center responsible for conduct of instruction and presentations by guest speakers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1010.07cDAMO

SYSTEM NAME:

1010.07 Representatives of Carlisle and Vicinity

SYSTEM LOCATION:

United States Army War College (USAWC), Carlisle Barracks, PA 17013.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian representatives of Carlisle and vicinity who provide a cross section of the community for interaction with students of the Army War College.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records are composed of names, addresses, phone numbers, job/duty positions and titles.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Selection of speakers and other guests for discussion groups. Develop history of representatives for use by Commandant and other members of the Army War College command element.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in manual files with access limited to USAWC command element.

RETRIEVABILITY:

Primarily by name and type of organization.

SAFEGUARDS:

Maintained in a secure area with access only by authorized personnel.

RETENTION AND DISPOSAL:

Records are retained only when current.

SYSTEM MANAGER(S) AND ADDRESS:

Secretary, USAWC, Carlisle Barracks, PA 17013.

NOTIFICATION PROCEDURE:

Information may be obtained from SYSMANAGER.

RECORD ACCESS PROCEDURES:

Information may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information in the records is obtained from military and civilian members of the community as well as the individuals themselves.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1010.07dDAMO

SYSTEM NAME:

1010.07 Biographic Files

SYSTEM LOCATION:

Reference Section, United States (US) Army War College (USAWC) Library, US Army War College, Carlisle

Barracks, PA (current files plus prior 10 years); files older than 10 years are transferred to Military History Research Collection (MHRC), Carlisle Barracks, PA 17013.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Distinguished individuals in all disciplines who have lectured at the USAWC, or could be considered potential lecturers because of their expertise; newsworthy individuals of interest to the USAWC staff, faculty and students; biographies of generals and admirals.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains biographical data to include date and place of birth, education, positions held, awards received, current position, residence, religious affiliation, political preference, clubs; also clippings covering activities of individual, and selected speeches made by the individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide faculty members of the USAWC with biographical information on lecturers and potential lecturers.

To provide staff and faculty with biographical information on visitors to USAWC, specifically for guests for the annual National Security Seminar.

To provide staff, faculty and students with biographical information, specifically current assignments of general officers.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and three-ring notebooks.

RETRIEVABILITY:

Filed alphabetically by the biographee's last name.

SAFEGUARDS:

USAWC Library entrance is monitored through closed circuit TV by military policeman on duty at building entrance. Files are available to personnel authorized entrance to the Library.

MHRC Library files are available to personnel authorized use of the Collection.

RETENTION AND DISPOSAL:

Retained in active files in USAWC Library for 10 years, trans- ferred to Military History Research Collection for permanent retention.

SYSTEM MANAGER(S) AND ADDRESS:

Director, USAWC Library, US Army War College, Carlisle Barracks, PA 17013.

Director, Military History Research Collection, Carlisle Barracks, PA 17013.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Library
US Army War College
Carlisle Barracks, PA 17013
Telephone: Area Code 717/245-4319;
Military History Research Collection
Carlisle Barracks, PA 17013
Telephone: Area Code 717/245-4114

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Secretary, US Army War College, Carlisle Barracks, PA 17013;

Director, Military History Research Collection, Carlisle Barracks, PA 17013.

Written requests for information should contain the full name of the individual, current address, and telephone number.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Correspondence from the individual; magazines, newspapers, biographical reference works.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1012.01DAPE

SYSTEM NAME:

Applicants/Students, U.S. Military Academy Prep School

SYSTEM LOCATION:

U.S. Military Academy Preparatory Schhol, Ft. Monmouth, NJ 07703.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants and students, U.S. Military Academy Preparatory School.

CATEGORIES OF RECORDS IN THE SYSTEM:

Application for admission, high school/college transcripts, Scholastic Aptitude/American College Test/CLEP/GT/Officer Candidate, and related test scores, admissions evaluation worksheets and correspondence relating to admission, medical history, academic progress/grades and related reports, and relevant information comprising the cadet candidtae's attendance and behavior at the School.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

By the Department of the Army to evaluate applicant's acceptance and, once admitted, to assess his/her leadership, academic, and physical aptitude potential for the US Military Academy.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records maintained in file folders.

RETRIEVABILITY:

By applicant/student surname.

SAFEGUARDS:

Records are stored in locked rooms within buildings which are secured during non-duty hours, and are available only to authorized persons having an official need for the information.

RETENTION AND DISPOSAL:

For applicants who are rejected or who choose not to enter the US Military Academy: records are maintaned until individual exceeds the age limit for acceptance to the Academy. For applicants who are accepted and enter the US Military Academy, records are retained for 40 years after individual's class graduates from Academy, following which records are destroyed by burning and/or shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to inquire whether this system contains information about them should contact the Commandant, US Military Academy Preparatory School, Ft. Monmouth, NJ 07703. Written requests should include the full name, Social Security Account Number, current address and telephone number of the requester, and year(s) of application and/or attendance. For personal visits, the individual should be able to provide acceptable identification

such as military, employer, or other individually identifying numer, valid driver's license, building pass, etc.

RECORD ACCESS PROCEDURES:

Individuals desiring access to their records should follow the procedures and provide the information set forth under 'Notification procedure' above.

CONTESTING RECORD PROCEDURES:

The army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, high school/college transcripts, nationally recognized and Army testing services, staff and faculty of the US Military Academy Preparatory School, military supervisors/unit personnel officers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system which fall within 5 U.S.C. 552a (K)(5) and (7) are exempted from Subsection (d) of 5 U.S.C. 552a.

A1012.02aDAPC

SYSTEM NAME:

1012.02 Language School Files

SYSTEM LOCATION:

United States (US) Army Military Personnel Center, Alexandria, VA 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty members of the US Army in enlisted grades of E1 through E9.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain statements of preference, career personnel actions, record briefs, service agreements, qualifications, personal background, service experience supporting service member's desires or nominative action by career managers, correspondence between service member and Army organization.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301.
Title 10 U.S.C.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

US Army Military Personnel Center and Defense Language Institute: To accomplish military service career management including assignment, professional development, service training and education and other related military actions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Records maintained in areas accessible only to authorized personnel that are properly cleared and trained.

RETENTION AND DISPOSAL:

Records destroyed 3 years after school completion date.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from: HQDA (DAPC-EP), Hoffman Bldg I, 2461 Eisenhower Avenue, Alexandria, VA 22331.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to HQDA (DAPC-EP), Hoffman Bldg I, 2461 Eisenhower Avenue, Alexandria, VA 22331.

Personal visits may be made to the US Army Military Personnel Center; individuals should be able to provide their military service identification card (DD Form 2A for active duty persons) or other commonly acceptable means of identification used in normal transaction of business.

CONTESTING RECORD PROCEDURES:

The Department of the Army rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Enlistment forms pertaining to the service member having a current active military status, training and qualification records acquired incident to military service, correspondence, forms and other related papers originating in or collected by the military department for management purposes.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1012.03aTRADOC

SYSTEM NAME:

1012.03 Army School Student Files

SYSTEM LOCATION:

All Army schools, colleges, and training centers. Addresses are in the DOD Directory in the Appendix to the Federal Register.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

These files relate to student personnel who attend formal and/or nonresident courses of instruction at Army schools, colleges and training centers.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual Academic Record Files: Documents indicating courses attended by Army members, length of each course, extent of completion of courses and results thereof, aptitudes and personal qualities, grade and rating attained and related data for each individual.

Collateral Individual Training Record Files: Documents relating to the training record of individuals and posted to the basic individual academic training record files or other long term records.

Faculty Board Files: Documents pertaining to the class standing, rating, classification and proficiency of students.

Class Academic Record Files: Documents maintained by training instructors indicating progress and attendance of class members.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

This information is used by the training activity to confirm eligibility for attendance, monitor student progress, determine successful completion of academic requirements and serve as record of accomplishment of courses which may be prerequisites for attendance at other formal courses of instruction.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, card files, computer magnetic tapes, and computer paper printouts.

RETRIEVABILITY:

Information is accessed by name, social security number (SSN), military service number.

SAFEGUARDS:

Locked cabinets or locked rooms depending on training locations.

RETENTION AND DISPOSAL:

Individual Academic Record Files: Destroy after 40 years. Cut off annually. Resident courses - transfer to Records Holding Area (RHA) after 1 year in Central Files Area (CFA). Retire to National Personnel Records Center (NPRC), 111 Winnebago Street, St. Louis, MO 63118, after 2 years in RHA. Extension courses - transfer to RHA after 3 years in CFA. Retire to NPRC, above address, after 2 years in RHA. Records of individuals re-enrolling in extension courses will be withdrawn and refiled in the active file.

Collateral Individual Training Record Files: Destroy after 1 year.

Faculty Board Files: Destroy after 1 year, or on discontinuance, whichever is first.

Class Academic Record Files: Destroy after 40 years.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, USA Training & Doctrine Command (TRADOC), Ft Monroe, VA 23651.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander, US Army Training & Doctrine Command
ATTN: ATAG-FOIA
Ft Monroe, VA 23651.

RECORD ACCESS PROCEDURES:

Written requests for information should be addressed to the commander of the appropriate school, college or training center. Request should contain the full name, rank (at time of attendance), SSN/military service number or student number if applicable, course title and class number (if known) or description of type training received and dates of course attendance.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Staff and faculty of appropriate school, college, or training center responsible for presentation of instruction.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1012.03bDARCOM

SYSTEM NAME:

1012.03 Student/Faculty Records-DARCOM Schools System

SYSTEM LOCATION:

U.S. Army Logistics Management Center, Ft Lee, VA; U.S. Army Management Engineering Training Agency, Rock Island, IL; Joint Military Packaging Training Center, Aberdeen Proving Grounds, MD; USAMC Ammunition Center/School, Savanna, IL; USAMC Field Safety Agency, Charlestown, IN.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Students enrolled/attending schools identified under 'System location', faculty, instructors, and guest speakers.

CATEGORIES OF RECORDS IN THE SYSTEM:

Student academic records, consisting of course completions and results, aptitudes and personal qualities, grades/ratings assigned; instructor/guest speaker qualifications and evaluations, including biographical data; class historical/academic achievements; and related information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To determine applicant eligibility, monitor individual's progress, maintain record of student/faculty achievements, and to provide bases for management assessment of curricula and faculty effectiveness and class standing.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records and cards, photographs, computer magnetic tapes and printouts.

RETRIEVABILITY:

By name, social security number (SSN), military service number.

SAFEGUARDS:

Records are maintained in locked cabinets within secured areas accessible only to authorized persons having an official need-to-know.

RETENTION AND DISPOSAL:

Individual academic records are retained for 40 years, 3 of which are at the school which created them; they are subsequently transferred to the National Personnel Records Center, 9700 Page Boulevard, St Louis, MO 63132. Faculty/instructor qualifications records are retained until individual transfers from the facility, held for 5 years, and then destroyed. Other records are retained until no longer needed, at which time they are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant, US Army Logistics Management Center, Ft Lee, VA 23801; Director, US Army Management Engineering Training Agency, Rock Island, IL 61201; Director, Joint Military Packaging Training Center, Aberdeen Proving Grounds, MD 21105; Director, USAMC Ammunition Center/School, Savanna, IL 61074; Director, USAMC Field Safety Agency, Charlestown, IN 47111.

NOTIFICATION PROCEDURE:

Information may be obtained from the Commandant/Director of the appropriate School/Agency. Requests should contain individual's full name, rank/grade, SSN, course title/class number, and date of attendance or, if a faculty member: name, course(s) taught, and period in which instructed at named training facility.

RECORD ACCESS PROCEDURES:

Written requests for information should be made to the Commandant/Director of the appropriate training facility, giving information listed under 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual student, faculty, instructor, guest speaker, and management analyses of class performance.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1012.03dTRADOC

SYSTEM NAME:

TRADOC Educational Data Systems

SYSTEM LOCATION:

Central computer facility located at United States Army Management Systems Support Agency (USAMSSA), Headquarters, Department of the Army.

Input-output terminals located at US Army Armor School, Ft Knox, KY; US Army Quartermaster School, Ft Lee, VA; US Army Engineer School, Ft Belvoir,

VA; US Army Transportation School, Ft Eustis, VA; US Army Air Defense School, Ft Bliss, TX; US Army Field Artillery School, Ft Sill, OK; US Army Intelligence Center and School, Ft Huachuca, AZ; US Army Ordnance Center and School, Aberdeen Proving Ground, MD; US Army Institute for Military Assistance, Ft Bragg, NC; US Army Missile and Munitions Center and School, Redstone Arsenal, AL; US Army Chaplain Center and School, Ft Monmouth, NJ; US Army Signal School, Ft Gordon, GA; US Army Military Police School, Ft McClellan, AL; US Army Infantry School, Ft Benning, GA; US Army Soldier Support Center, Ft Benjamin Harrison, IN.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of the Army, Navy, Marine Corps, and Air Force, Reserve Officer Training Corps and National Defense Cadet Corps students, Department of Defense civilian employees, and approved foreign military personnel enrolled in a resident/non-resident course at a US Army service school.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain name, grade or rank, social security number (SSN), address, component, branch personnel classifications, military occupational specialty (MOS), credit hours accumulated, examination and lesson grades, student academic status, student curricula, course description.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012(B) and (G).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Designated administrative and academic personnel at US Army Training and Doctrine Command (TRADOC) headquarters and service schools use student records to record lessons and/or exam grades, maintain student academic status, maintain course and subcourse descriptions, produce management summary reports. For non-resident applicants, records are used to produce course completion certificates and reflect credit hours earned.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tapes or disks and computer paper printouts.

RETRIEVABILITY:

Individual records may be retrieved by SSN.

SAFEGUARDS:

Random number sign on authentication for each inquiry made to the system is required. SIGNON decks to enable such access are updated weekly, safeguarded under Army Regulation (AR) 380-5 due to their Confidential classification and are unique to one TREDS terminal only. Access is granted only designated personnel at Headquarters TRADOC and Army Service Schools responsible for the administration and processing of resident students.

RETENTION AND DISPOSAL:

Machine records are retained during student's entire enrollment, which can vary from a few weeks to a year, depending on the course length. After a course has been completed, the student's records are transferred to the Academic Records System History File where student's records are maintained indefinitely. Non-resident students are assigned a 6 month enrollment period or, if in multiple subcourses, an enrollment period of one year. A hard copy transcript reflecting the student's personal and academic data is produced. The hard copy is retained by the service school for 4 years, then it is transferred to a records holding area on the installation housing the service school and retained for 2 years. It is then transferred to the National Personnel Records Center, St. Louis, MO, where it is retained for 34 years, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Individual Training, Headquarters, US Army Training and Doctrine Command, Ft Monroe, VA 23651.

NOTIFICATION PROCEDURE:

Information may be obtained from the Commandant of the US Army Service School where student is enrolled. Written requests must contain notarized signature for identification. Individual making request in person must provide acceptable identification (driver's license, military identification).

RECORD ACCESS PROCEDURES:

Request from an individual for stored data concerning himself/herself may be made in writing or in person to the Commandant of the school in which he/she is enrolled.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Information is collected from individuals upon enrollment, from class records and instructors, from student's personnel records, and from graded examinations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1012.03fDASG

SYSTEM NAME:

1012.03 Army School Student Files, Physical Therapy Program

SYSTEM LOCATION:

Headquarters, Department of the Army, Office of the Surgeon General, Office of the Chief, Army Medical Specialist Corps (DASG-DBP), Washington, DC 20310.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Graduates of US Army Physical Therapy Program since 1928.

CATEGORIES OF RECORDS IN THE SYSTEM:

Academic grades only on graduates from 1973 to present. Academic grades and varying amounts and types of anecdotal information on performance, 1945-1972. Academic grades only, 1928-1944.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide certification of graduation from an approved physical therapy program to the individual graduate and to institutions (schools, places of employment, etc.) upon the request of the graduate.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of graduate.

SAFEGUARDS:

Building employs security guard. Office is locked when not occupied by tenants. Records are in closed files.

RETENTION AND DISPOSAL:

Records are permanent. Retained in active file.

SYSTEM MANAGER(S) AND ADDRESS:

The Army Surgeon General; Chief, Physical Therapist Section, Army Medical Specialist Corps.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQDA (DASG-DBP)
Room 3E 477
The Pentagon
Washington, DC 20310
Telephone: Area Code 202/695-1710

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Headquarters, Department of the Army (DASG-DBP); Room 3E 477, The Pentagon; Washington, DC 20310.

Written requests for transcript should contain the full name of the individual, maiden name if married, year of graduation, current address, institution and complete address to which transcript is to be mailed if other than that of individual concerned.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Staff and faculty of appropriate school and/or training hospital responsible for presentation of instruction.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1012.03gHSC

SYSTEM NAME:

Academy of Health Sciences; Academic Records.

SYSTEM LOCATION:

Academy of Health Sciences, Ft Sam Houston, Texas 78234.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Resident and correspondent students enrolled in courses at the Academy.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name of student, Social Security Number, grade/rank, academic qualifications, progress reports, academic grades, ratings attained, and relevant information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

By the Department of the Army to determine eligibility for enrollment/attendance, monitor student progress, and record accomplishments.

Information may be released to colleges or universities or medical institutions which accredit the Academy's instruction.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records, microfiche, cards, magnetic tape and/or disk, and computer printouts.

RETRIEVABILITY:

By individual's name, SSN, student number.

SAFEGUARDS:

Information is accessed only by individuals having need therefor in the performance of official duties; automated data are protected further by assigned passwords.

RETENTION AND DISPOSAL:

Academic records are maintained 40 years at the Academy of Health Sciences. Except for the master file, automated data are erased after the fourth updating cycle.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Health Services Command, Ft Sam Houston, Texas 78234.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether this system contains information about them may inquire of the Registrar, Academy of Health Sciences, Ft Sam Houston, TX. Inquirers should furnish full name, SSN, date attended/enrolled, current address, and signature.

RECORD ACCESS PROCEDURES:

Written requests should be sent to the Superintendent, Academy of Health Sciences, Ft Sam Houston, TX 78234 and include the information in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Academy of Health Sciences Faculty responsible for preparation of instruction.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1012.03iDLI

SYSTEM NAME:

1012.03 Standardized Student Records System

SYSTEM LOCATION:

Defense Language Institute, Foreign Language Center (DLIFLC), ATTN: Academic Records Office, Presidio of Monterey, CA 93940.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person who has ever been enrolled for foreign language training at any facility of the DLIFLC.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's name, social security number (SSN), and military administrative data, together with academic data generated at DLIFLC.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Supplies data to DLIFLC for dividing students among class sections, selecting section monitors, preparing rosters and academic bulletins, preparing summaries of training activity used in managing current operations and reporting workload, establishing a permanent student record used for issuing official grade transcripts and preparing statistical studies used to improve training and testing methods.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Remote computer magnetic tape and disk.

RETRIEVABILITY:

Files accessed by remote terminals with records filed by SSN.

SAFEGUARDS:

Records are accessible via remote terminal only by authorized personnel citing established user identifier and password.

RETENTION AND DISPOSAL:

Records are permanent. They are retained in active file (on-line) until the student departs; then retired to a history tape.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant, DLIFLC, Presidio of Monterey, CA 93940.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Defense Language Institute
Foreign Language Center
ATTN: Academic Records Office
Presidio of Monterey, CA 93940
Telephone: Area Code 408/242-8221

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to: Defense Language Institute, Foreign Language Center, ATTN: Academic Records Office, Presidio of Monterey, CA 93940.

Written requests for information should contain the full name and current address of the individual, SSN, class attended and year graduated.

For personal visits to the Academic Records Office, the individual should be able to provide positive identification, such as, valid driver's license, employing office identification card, etc.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Student registration form (DLIFLC FORM 90) prepared by student upon enrollment and various local forms containing academic data.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1012.03jHSC

SYSTEM NAME:

1012.03 Army School Student Files

SYSTEM LOCATION:

United States Army Health Services Command (HSC) Clinical Specialist School, Fitzsimons Army Medical Center, Denver, CO 80240.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

These files relate to student personnel who attend formal course of instruction at the Clinical Specialist School.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual Academic Record Files: Documents indicating courses attended by Army members, length of each course, extent of completion of courses and results thereof, aptitudes and personal qualities, grade and rating attained and related data for each individual.

Collateral Individual Training Record Files: Documents relating to the training record of individuals and posted to the basic individual academic training record files or other long term records.

Faculty Board Files: Documents pertaining to the class standing rating, classification and proficiency of students.

Class Academic Record Files: Documents maintained by training instructors indicating progress and attendance of class members.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

This information is used by the training activity to confirm eligibility for attendance, monitor student progress, determine successful completion of academic requirements and serve as record of accomplishment of courses which may be prerequisites for attendance at other formal courses of instruction, or taking of State Board, Licensed Practical Nursing examinations. Preparation of transcripts.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, visible and vertical card files, disks and tapes. Information is retained on disks/tapes for a period of 40 weeks and then purged from the system. Computer printouts are retained by the school for 1 year after the completion of each class. Disposition of hard copy records is in accordance with Retention below.

RETRIEVABILITY:

Information is accessed by name and or assigned class number.

SAFEGUARDS:

Building has limited access. Information is only released to authorized personnel.

RETENTION AND DISPOSAL:

Individual Academic Record Files: Destroyed after 40 years. Cut off after each course. Resident Courses: transferred to Record Holding Area (RHA) after 1 year in Central Files Area (CFA). Retired to National Personnel Records Center (NPRC), 111 Winnebago Street, St. Louis, MO 63118, after 2 years in RHA. Collateral Individual Training Record Files: Destroyed after 1 year; earlier destruction is authorized.

Faculty Board Files: Destroyed after 1 year or on discontinuance, whichever is first.

Class Academic Record Files: Destroyed after 40 years.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Fitzsimons Army Medical Center, Director, Clinical Specialist Course, Fitzsimons Army Medical Center, Denver, CO 80240.

NOTIFICATION PROCEDURE:

Information may be obtained from the Commander, Fitzsimons Army Medical Center, ATTN: HSF-N, Denver, CO 80240.

RECORD ACCESS PROCEDURES:

Written requests for information should be addressed to the appropriate Course Director. Request should include the full name, rank (at time of attendance), social security number (SSN), military service number or student number, if applicable, course title and class number (if known), or description of type training received and dates of course attendance.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Staff and faculty of the school responsible for presentation of instruction.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1012.03kUSAREUR

SYSTEM NAME:

1012.03 Individual Academic Record Files

SYSTEM LOCATION:

Manual input system files (Student Travel Orders, Student Record Information Card, Class Rosters, Grade Record Sheets) and automated data output are maintained at Headquarters, Seventh Army Combined Arms Training Center, ATTN: AETTV-DI, Army Post Office (APO) NY 09114.

Automated systems are stored in computer tapes maintained at Data Processing Branch, Seventh Army Training Center, APO NY 09114.

Pertinent data output (notice of individual student graduation or non completion, grade and deficiencies) is forwarded through command military channels to the student and his commander.

Pertinent statistical data is extracted and forwarded to Headquarters, US Army, Europe and Seventh Army, APO NY 09403 and major subordinate commands.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person, military or civilian, admitted as a student at a course of instruction conducted by the Seventh Army Combined Arms Training Center.

CATEGORIES OF RECORDS IN THE SYSTEM:

Source documents consisting of Student Travel Orders or equivalent, Student Information Cards, Student Rosters and Grade Sheets are retained and filed by name and/or assigned student roster number by course and class.

Automated system contains the following data for each student extracted from source documents: name, rank, social security number (SSN), assigned student roster number, unit of assignment including APO, course quota status, race, mode of transportation to school, applicable Army Classification Battery Scores, beginning and graduation dates; information regarding whether or not student meets course prerequisites; whether or not student graduated; reason for early release, if applicable; academic achievement awards received.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012, Secretary of the Army, powers and duties, delegation by.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Data utilized to inform students' commanders/supervisors of students' academic performance in the attended course in order that they make appropriate management decisions.

Used to inform Personnel Officers of course attendance for posting to the students' personnel records.

Used to inform other agencies of student attendance and performance, upon request by the student.

Used to perform the following statistical analyses: relationships of performance to prerequisites; total students attending by course, class, command; attrition and reasons therefor; racial composition; funding projections. Resultant statistical data is utilized for analysis and revision of courses and prerequisites; analysis of training center mission accomplishment and unit/command education and training accomplishments; analysis of command support of the Equal Opportunity Program; planning of future courses and funding.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Source documents maintained as paper records in file folders.

Automated systems on magnetic tape.

RETRIEVABILITY:

Source documents filed by course/class by assigned roster number (normally alphabetically by last name of student).

Automated systems retrievable by specification of student name, SSN or roster number and course/class.

SAFEGUARDS:

Source documents filed in cabinets in locked room with access only to authorized personnel. Building is under constant supervision.

Automated systems maintained under constant supervision with only authorized personnel with proper training having access. Computer facility is restricted area.

RETENTION AND DISPOSAL:

Source documents are maintained in the active file until the end of the fiscal year of graduation; maintained in inactive files 3 additional years; class rosters and grade sheets are then retired for 40 years to National Personnel Records Center, 111 Winnebago Street, St. Louis, MO 63118. All other source documents are extracted and destroyed prior to forwarding to the National Personnel Records Center.

Automated system maintained at the data processing center for 5 years and then erased.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Academic Operations, Seventh Army Combined Arms Training Center, Vilseck, Federal Republic of Germany, APO NY 09114.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander
Seventh Army Combined Arms Training Center
Building 305, Rose Barracks
APO NY 09114
Telephone: Vilseck Military (2641) 880 or 680

Former students should state full name, course and class or dates of attendance.

RECORD ACCESS PROCEDURES:

Requests should be addressed to: Commander, Seventh Army Combined Arms Training Center, ATTN: AETTV-DI, APO NY 09114.

Written requests should contain full name, course and class or dates of attendance.

For personal visits, the individual should be able to provide some acceptable identification (identification card, driver's license, etc.).

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Student travel orders prepared by the student's unit from official military personnel records.

Student Record Information Card prepared by the student upon arrival and registration for the course.

Draft class rosters prepared or verified by students in each class.

Class grade sheets prepared by instructor personnel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1012.03IDAAG

SYSTEM NAME:

1012.03 Reserve Officer Training Corps - Active Duty Training

SYSTEM LOCATION:

Automated Equipment Division, Systems Support Directorate, United States (US) Army Reserve Components Personnel and Administration Center (RCPAC), AGUZ-SSD; 9700 Page Blvd. St Louis, MO 63132.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Reserve Officer Training Corps Cadets and Officer Active Duty Obligors who have been selected for Active Duty Training.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record contains personal and military status and qualifications data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 275, Personnel Records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

US Army Reserve Components Personnel and Administration Center - to assign the branch school which the officer will attend when ordered to Active Duty for Training.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tapes.

RETRIEVABILITY:

By social security number (SSN).

SAFEGUARDS:

Computer located in building which has entrance controlled by Federal Protective Officers. The functional and systems directors approve production requests for both one-time and recurring information. Tapes filed in a restricted tape library within computer room complex, which is also a restricted area.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Reserve Components Personnel and Administration Center, 9700 Page Blvd., St Louis, MO 63132.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander
US Army Reserve Components
Personnel and Administration Center
9700 Page Blvd.
St Louis, MO 63132
Telephone: Area Code 314/268-7733

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, US Army Reserve Components Personnel and Administration Center, 9700 Page Blvd., St Louis, MO 63132.

Written request for information should contain the full name and SSN of the individual.

For personal visits, the individual should be able to provide some acceptable identification, such as driver's license.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Automated system interface and Official Military Personnel File.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1012.03mDAMO

SYSTEM NAME:

1012.03 United States Army War College Graduate Directory File

SYSTEM LOCATION:

Computer Center, Administrative Office, United States Army War College (USAWC), Carlisle Barracks, PA 17013.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

USAWC graduates; present resident USAWC students; present and past USAWC staff and faculty; honorary alumni; Senior Reserve Component Officer Course graduates.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name, category, rank, branch, mailing address, status, year of USAWC attendance and an identifying number for each individual's record.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To publish annual USAWC Graduate Directory, to allow statistical analysis of past and present student and faculty compositions, and as a locator file to allow former members of the USAWC to maintain close professional relationships with their USAWC associates. Produce address labels for alumni mailings.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer disk.

RETRIEVABILITY:

Filed by class year, identifying number, name, rank, branch, and ZIP Code.

SAFEGUARDS:

Disk is maintained in a secure area with access only to authorized personnel.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

The Secretary, US Army War College, Carlisle Barracks, PA 17013.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to The Secretary, US Army War College, Carlisle Barracks, PA 17013.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to The Secretary, US Army War College, Carlisle Barracks, PA 17013.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents of records and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Original entry from personnel files with currency maintained by direct correspondence with the individual and through United States Postal notifications.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1012.03nTRADOC

SYSTEM NAME:

1012.03 Nonresident Instruction Automated System (NRIAS)

SYSTEM LOCATION:

United States (US) Army Command and General Staff College (USACGSC), ATSW-NI, Ft Leavenworth, KS 66027; US Army Training and Doctrine Command (TRADOC) Data Processing Field Office (DPFO), Ft Leavenworth, KS 66027.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active, Reserve and National Guard officers of US and allied military services, and US Department of the Army civilian employees who are enrolled in the Command and General Staff Officer Course, Nonresident/Resident (CGSOC, N/R).

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains data pertinent to the administration of the CGSOC, N/R. Specific items include the application (CGSC Form 59); academic records of course progress; correspondence with students; notice of termination; and, upon course completion, an academic transcript.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Establish and maintain student academic records; provide the student's Military Personnel Record Jacket (MPRJ) and the Official Military Personnel File (OMPF) custodians with periodic progress reports as follows: official notice of enrollment, 90-day warning notice of insufficient progress, annual statement of academic progress, retirement credits, certificate of 50

percent completion, termination of enrollment, and certificate of eligibility to attend Ft Leavenworth Phase instruction; provide the student with copies of the reports furnished OMPF and MPRJ custodians plus letters of welcome, subcourse completion certificates, phase completion certificates, and lesson and examination grades; provide enrollment data and examination results to Commandants of US Army Reserve (USAR) Schools conducting CGSOC, N/R instruction; produce periodic reports of daily transactions, transactions errors, statistical summaries, listings of students, and mailing labels for dispatch of course material; determine eligibility for initial enrollment, continuing enrollment, reenrollment, and course completion; analyze data for program management and review.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Academic master files stored on magnetic disk and tape in TRADOC DPFO.

Documents and microfiche are stored in vertical files in USACGSC Department of Nonresident Instruction (DNRI).

RETRIEVABILITY:

Tape and disk files are accessed sequentially by social security number (SSN).

Hard copy files are maintained in alphabetical order.

SAFEGUARDS:

Buildings employ security guards. Storage areas are locked and keys held by security guards. Records are maintained in areas accessible only to authorized personnel.

Magnetic disks, magnetic tapes, and computer printouts are located in a physical security restricted area at TRADOC DPFO.

RETENTION AND DISPOSAL:

Tape and disk files are maintained indefinitely through thrice weekly updates; hard copy files are maintained for 3 years by DNRI, 3 additional years by Ft Leavenworth Adjutant General's Record Holding Section and then retired to the National Personnel Records Center (Military), Saint Louis, MO 63132.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Nonresident Instruction, USACGSC.

NOTIFICATION PROCEDURE:

Information may be obtained from: Commandant, USACGSC (ATSW-NI), Ft Leavenworth, KS 66027.

Telephone: Area Code 913/684-5584

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commandant, USACGSC (ATSW-NI), Ft Leavenworth, KS 66027.

Written requests for information should contain the full name, SSN, and program type (correspondence course or USAR School) of the individual.

For personal visits, the individual should be able to provide some acceptable identification; i.e., driver's license, employing office's identification card, and give some verbal information that could be verified with his file.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Application form, change of address card, lesson and examination answer sheets, student request for administrative action.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1012.03oDAMO

SYSTEM NAME:

1012.03 US Army War College Cooperative Degree Program Files

SYSTEM LOCATION:

United States (US) Army War College, Carlisle Barracks, PA 17013.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Present and past resident students participating in the Cooperative Degree Program.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records contain student names, ranks, and service numbers, and their past military and civilian academic records (transcripts, diplomas, letters of recommendation, Veterans Administration (VA) applications, etc.).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

(1) To assist students in applying for, and pursuing their graduate degree, (2) to monitor administrative data for use in managing the program (number and percent of students participating, degrees being pursued, anticipated completion dates, schools being attended, etc.), and (3) maintain data for evaluating the program (percent completion; enrollment trends from year to year; shifts in curricular choice, etc.).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file cabinets; may be converted to computer storage on computer disks.

RETRIEVABILITY:

By student's name; and by name of cooperating institution.

SAFEGUARDS:

Records maintained in locked filing cabinets. If placed on computer disks, disks will be maintained in a secured area with access only by authorized personnel. Access to computer will be by password known only to authorized personnel.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Human Resources Development, US Army War College.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to The Secretary, US Army War College, Carlisle Barracks, PA 17013.

CONTESTING RECORD PROCEDURES:

The Department's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Original entries based on records provided by students; additional administrative information may be provided by the Director, Human Resources Development and other USAWC authorities, or received from officials at the cooperating civilian institutions (currently Shippensburg State College and the Capitol Campus of the Pennsylvania State University).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1012.03qHSC

SYSTEM NAME:

1012.03 Resident Instruction & Support Files

SYSTEM LOCATION:

Primary System: Director of Management Information Systems, Health Services Command, Ft Sam Houston, TX.

Decentralized Segments: Academy of Health Sciences, Ft Sam Houston, TX and other hospitals and schools. Official mailing addresses are in the Department of Defense Directory in the Appendix to the Federal Register.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

These files include all student personnel taking resident medical courses, instructors, staff, and faculty.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual Academic Records File. Records indicating courses attended, length of each course, grades and rating attained and related data for each individual.

Instructor, Staff, and Faculty Files. Personnel records of individuals for instructor scheduling.

Class Academic Records File. Records maintained by class of individual student academic standing and overall class standing.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

This information is used by the school to confirm eligibility for attendance, monitor student progress, determine successful completion of academic requirements, and serve as record of courses which may be prerequisites for attendance at other formal courses of instruction.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records, computer magnetic tape, and disk, computer paper printouts, 80 column punched cards.

RETRIEVABILITY:

Information is accessed by name, social security number (SSN), course number, class number, student number or a combination of these.

SAFEGUARDS:

Computer Center operated 'Closed Shop' to allow only authorized personnel entry. Locked cabinets, rooms and vaults depending upon media and location.

RETENTION AND DISPOSAL:

Transaction files. Blank or destroy after 4 updating cycles.

Master Magnetic Media Files. Blank after 4th updating cycle.

Instructor files maintained until instructor is reassigned or retired.

Academic Records File. Destroy after 40 years. Cut off annually.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army; Commander, Health Services Command; Superintendent, Academy of Health Sciences.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Office of the Secretary
Academy of Health Sciences
Ft Sam Houston, TX 78234

RECORD ACCESS PROCEDURES:

Written requests for information should contain the full name of individual, current address, telephone number, SSN, and dates of course attendance.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Personnel information obtained from instructors, staff, and faculty responsible for instruction.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1012.04hDAMO

SYSTEM NAME:

1012.04 NDU Student Data Files

SYSTEM LOCATION:

National Defense University (NDU), Ft. Leslie J. McNair, Washington, DC 20319.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Resident/non-resident students enrolled at courses of instruction at NDU including the Industrial College of the Armed Forces (ICAF) and the National War College (NWC).

CATEGORIES OF RECORDS IN THE SYSTEM:

Records contain name, date of birth, social security number (SSN), student number, grade/rank, branch of service or civilian agency, years of Federal service, biographical data, course/section assignment, prior eduction, and academic and other related management data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

NDU officials: To confirm attendance eligibility; to monitor student progress; to produce record of grades and achievements; to prepare assignment rosters; to provide management and statistical summaries and reports; and to compile class yearbooks.

Student transcripts may be disclosed to other educational institutions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; computer magnetic tapes, disks, and printouts.

RETRIEVABILITY:

By SSN or student identification number.

SAFEGUARDS:

Records are maintained in buildings which employ security guards and are accessed only by authorized personnel having an official need-to-know. Automated records employ software passwords; magnetic tapes are protected by user identification and manual controls. Computer room is controlled by card key system requiring positive identification and authorization.

RETENTION AND DISPOSAL:

Individual and class academic records are destroyed after 40 years. Records pertaining to extension courses are held indefinitely before being retired to the National Personnel Records Center, St. Louis, MO. Individual training records are destroyed annually; management reports are destroyed when no longer needed.

SYSTEM MANAGER(S) AND ADDRESS:

President, National Defense University, Ft. Leslie J. McNair, Washington, DC 20319.

NOTIFICATION PROCEDURE:

Students may apply to the National Defense University, Ft. Leslie J. McNair, Washington, DC 20319; telephone: Area Code 202/693-8475.

RECORD ACCESS PROCEDURES:

Written requests should contain requester's full name, current address, social security number, and date of enrollment and/or completion/graduation.

Personal visits may be made to the National Defense University at Ft. Leslie J. McNair. Individuals must provide personal identification such as a valid driver's license or military or civilian identification card.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Applications for enrollment and biographical resumes from applicants, faculty evaluations and reports, and transcripts from educational institutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1012.04hTRADOC

SYSTEM NAME:

1012.04 Grade Calculator System

SYSTEM LOCATION:

Director of Automation (ATZLSW-DOA), United States Army Command and General Staff College (USACGSC), Ft Leavenworth, KS 66027.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any officer, United States or Allied, enrolled in the USACGSC resident program.

CATEGORIES OF RECORDS IN THE SYSTEM:

System contains personal data on resident students (i.e., name, rank, social security number (SSN); administrative data (i.e., counselor, class section); and academic data (i.e., courses, course grades).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records are used to schedule resident students for courses in the USACGSC curriculum; to process grades and other academic related information; to record and translate tests, subcourse and course grades; and, at year end, to prepare school transcripts. Records are used also to prepare rosters and labels for use by the USACGSC departments and other Ft Leavenworth activities. Records serve to track resident student progress throughout the academic year by preparation of various reports and by interactive terminal query.

The automated grading examination system (GRADEX) constitutes a subsystem of this file in that it provides the capability to grade and perform item analysis on various tests given to resident students on MARK SENSE forms.

The student information system constitutes a second subsystem of the file providing the ability to identify students who possess certain skills. This assists in the assignment of students to projects and as assistant instructors. Information collected is printed on reports and is also retrievable by interactive terminal query.

The models and simulation system and the geography of Asia system constitutes a third subsystem of the file providing the capability to administer tests interactively using computer terminals.

The automated student housing assignment system constitutes a fourth subsystem of the file providing the ability to assign students to quarters prior to their arrival.

The user name password system constitutes a fifth subsystem of the file providing the ability to assign computer passwords to students for their use throughout the academic year.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer disks.

RETRIEVABILITY:

By SSN, student exam code or computer user name.

SAFEGUARDS:

Computer programs are kept in locked cabinets and, after normal duty hours, the building is secured by guards. Computer access is controlled by passwords which are periodically changed. Access to the computer programs is further restricted by additional passwords which are also changed periodically. Data files are maintained in a secure environment restricted to authorized employees.

RETENTION AND DISPOSAL:

Records are destroyed at the completion of an academic year except that educational transcripts become part of an individual's Official Military Personnel File.

SYSTEM MANAGER(S) AND ADDRESS:

Directory of Automation, United States Army Command and General Staff College, Ft Leavenworth, KS 66027.

NOTIFICATION PROCEDURE:

Information may be obtained from: Commandant, United States Army Command and General Staff College, ATTN: Directory of Automation, Bell Hall, Ft Leavenworth, KS 66027; telephone: Area Code 913/684-2498.

RECORD ACCESS PROCEDURES:

Requests should be addressed to: Commandant, United States Army Command and General Staff College, ATTN: ATZLSW-DOA, Ft Leavenworth, KS 66027.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Personal data and enrollment information are obtained from the students at the time they complete enrollment and from Department of the Army orders. Grades, class section number, and academic information are obtained from the USACGSC academic departments. Data for the GRADEX system are obtained from the MARK SENSE cards completed by the students and information extracted from the Grade Calculator System.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1012.09aDASG

SYSTEM NAME:

1012.09 House Staff Evaluation Report File

SYSTEM LOCATION:

Primary System: Graduate Medical Education Branch, Education and Training Division, Army Medical Personnel Support Agency (SGPE-EDG), Room 7B-014, Forrestal Building, Washington, DC 20314.

Decentralized Segments: Commander, Brooke Army Medical Center, Ft Sam Houston, TX 78234; Commander, Fitzsimons Army Medical Center, Denver, CO 80240; Commander,

Letterman Army Medical Center, San Francisco, CA 94129; Commander, Madigan Army Medical Center, Tacoma, WA 98431; Commander, Tripler Army Medical Center, Army Post Office (APO) San Francisco 96438; Commander, Walter Reed Army Medical Center, Washington, DC 20012; Commander, William Beaumont Army Medical Center, El Paso, TX 79920; Commander, Womack Army Hospital, Ft Bragg, NC 28307; Commander, DeWitt Army Hospital, Ft Belvoir, VA 22060; Commander, Martin Army Hospital, Ft Benning, GA 31905; Commander, Dwight Eisenhower Army Medical Center, Ft Gordon, GA 30905; Commander, Silas B. Hays Army Hospital, Ft Ord, CA 93941.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military physicians currently participating in a United States (US) Army graduate medical education program.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains from 1 to 3 Department of the Army (DA) Forms 1970-R, (House Staff Evaluation Report) on individuals indicated above. Contains name, rank, social security number (SSN), and evaluation of graduate medical training performance.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Chapter 401, Section 4301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Graduate Medical Education Branch: To increase the professional qualification information available on an individual currently participating in a graduate medical education program and applying for another graduate medical education program; to evaluate the effectiveness of the selection process for graduate medical education; to develop a position on an individual's ability to function as a physician in his selected area of training; to assist career managers in proper assignment of an officer after he completes training.

Education and Training Committees, US Army Teaching Hospitals: To monitor professional and career development of Medical Corps officers participating in graduate medical education.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of trainee.

SAFEGUARDS:

Graduate Medical Education Branch records maintained in suite of offices staffed by responsible personnel. Offices are locked during non-duty hours. Only authorized personnel who are properly cleared have access. The building employs security guards during non-duty hours and on weekends and holidays, and a building pass is required for entry.

RETENTION AND DISPOSAL:

Records are retained in active file until 6 months after an individual has completed or terminated training, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army Medical Department Personnel Support Agency; Commanders of US Army Teaching Hospitals.

NOTIFICATION PROCEDURE:

Information may be obtained from:
AMEDDPERSA (SGPE-EDG)
Room 7B-014
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-5455

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Army Medical Personnel Support Agency (SGPE-EDG), Room 7B-014, Forrestal Building, Washington, DC 20314

Written request for information should contain the full name of the individual, current mailing address and telephone number, current unit of assignment (if on active duty), specialty or specialties and internship training received in US training facilities. Visits are limited to AMEDDPERSA (SGPE-EDG), Forrestal Building, Washington, DC 20314.

For personal visits, the individual should be able to provide some acceptable identification; i.e., military identification card or driver's license, and give some verbal information that could be verified with his evaluation reports.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

DA Form 1970-R completed by each trainee's immediate superior.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1012.11aDASG

SYSTEM NAME:

1012.11 Continuing Medical Education Course Attendance Files

SYSTEM LOCATION:

Armed Forces Institute of Pathology, Walter Reed Army Medical Center, Washington, DC 20306.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have attended continuing medical education courses conducted by the Armed Forces Institute of Pathology.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents reflecting requests for attendance and completion of courses.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301; Title 44 U.S.C., Section 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purpose is to facilitate billing for course attendance fees, to meet course accreditation requirements, and to verify attendance when requested by individuals concerned.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

File by last name under each course attended.

SAFEGUARDS:

Access to the Armed Forces Institute of Pathology is controlled. Access to records is limited to authorized personnel.

RETENTION AND DISPOSAL:

Held 7 years in active file then transferred to Forest Glen records holding area and held for 3 years. At the end of 3 years retired to National Personnel Records Center (Military), 9700 Page Boulevard, St. Louis, MO 63122.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the Associate Director for Medical Education, Armed Forces Institute of Pathology, Walter Reed Army Medical Center, Washington, DC 20306.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the Associate Director for Medical Education, Armed Forces Institute of Pathology, Walter Reed Army Medical Center, Washington, DC 20306.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Written request by individual for attendance at continuing medical education courses.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1013.01DAPC

SYSTEM NAME:

1013.01 Civilian School Files

SYSTEM LOCATION:

Primary System: United States (US) Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Decentralized Segments: Army commands/stations/installations/organizations/activities including overseas areas.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any military service member who applies for or is selected for attendance at civilian school; or for training with industry; or participation in a fellowship/scholarship program of training or instruction.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains Department of the Army (DA) Forms 1618-R, 2086-R, 2593-R, 3719-R which include personal data of name, grade, social security number, address, home phone, duty phone, permanent legal address, branch of service, date of birth, marital status, number of dependents, state of legal residence, military occupational specialties, enlistment status, component, foreign service, civilian educational data, military educational data, transcripts, academic records, social fraternities, honorary fraternities, clubs, degree major, class standing, and personal resumes; Standard Form 1034 (Public Voucher for Purchases and Services Other than Personal), school contracts; student training report; photographs; enlisted qualification record; theses; statements of service and schooling obligation; United States Armed Forces Institute test reports; civilian institution Academic Evaluation reports; correspondence between (1) individual student, (2) Army commands and staff agencies, (3) civilian industry training agencies, (4) and civilian educational schools.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301; Title 10 U.S.C.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

US Army Military Personnel Center: To document, monitor, manage, and administer the service member's attendance at a civilian training agency or civilian school under the authority of Title 10 U.S.C., Section 4301.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by name.

SAFEGUARDS:

Files and records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Records have a retention space of from 2 to 10 years depending on the category of the individual record concerned and/or the element maintaining the file.

SYSTEM MANAGER(S) AND ADDRESS:

US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQDA (DAPC-MSO)
Hoffman Bldg 2
200 Stovall Street
Alexandria, VA 22332

Appropriate command/station/installation/organization/activity/overseas command of the student service member as shown in the Directory of Units.

RECORD ACCESS PROCEDURES:

Written requests for information should contain the full name, grade, branch of service, service identification number, and civilian school or training agency (if known), and the current address.

For personal visits, the individual should be able to provide acceptable military identification or acceptable identification, i.e., a driver's license with other identification normally used in business transactions.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from HQDA (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

RECORD SOURCE CATEGORIES:

Application and related forms incident to the service member's qualification for attendance at a specified civilian school or training agency; records, forms, documents, and correspondence originating in/ by DA Staff agencies and commands, the student service member, and civilian school or industry training agency.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1013.02aDASG

SYSTEM NAME:

1013.02 Long Term Civilian Training Student Contract Files

SYSTEM LOCATION:

Primary System: Civilian Health Education Branch, Education and Training Division, Army Medical Personnel Support Agency (AMEDDPERSA) (SGPE-EDC), Washington, DC 20314.

Decentralized Segments: Army Medical Department (AMEDD) Student Detachment, Academy of Health Sciences, Ft Sam Houston, TX 78234; Plans & Program Branch, Education & Training Division, AMEDDPERSA, Washington, DC 20314; Purchasing & Contracting Office, Procurement Division, Ft Bragg, NC 28307; Purchasing & Contracting Office, Procurement Division, Ft Knox, KY 40121; Purchasing & Contracting Office, Procurement Division, Ft Riley, KS 66442; Purchasing & Contracting Office, Procurement Division, Ft Lewis, WA 98433; Purchasing and Contracting Office, Procurement Division, Cameron Station, Alexandria, VA 22314; Finance & Accounting Office, Ft Sam Houston, TX 78234.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All AMEDD personnel currently participating in long term civilian training on a fully funded basis in the following programs: pre-Walter Reed Army Institute of Nursing Program (Nonresident Phase), Army Student Nurse Program, Validated Requirements Program, Undergraduate Program, and Medical, Osteopathic, Dental and Veterinary Education for Army Officers Program.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains 1 to 4 copies of Office of the Surgeon General (OTSG) Form 896, Instructions to Negotiate Contract for Civil Schooling of Army Medical Department Personnel, 1 copy of Army Health Services (AHS) Form 67a, Enrollment Application for Civilian Schools; 1 copy of individual's Letter of Acceptance from the civilian college or university; 1 copy of Department of the Army (DA) Form 3838, Application for Professional Training; 1 copy of each 'Request for Amendment of Contract for Civilian Schooling of Army Medical Department Personnel'; copies of all correspondence between student personnel and return correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Chapter 401, Section 4301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Civilian Health Education Branch: To request issuance of an Educational Service Agreement (Contract) between the Army and a civilian academic institution for the purpose of sending AMEDD officer and enlisted personnel to long term civilian training under 5 fully funded programs: The Pre-Walter Reed Army Institute of Research (Nonresident Phase), Army Student Nurse Program, Validated Requirements Program; Undergraduate Program, and Medical, Osteopathic, Dental and Veterinary Education for Army Officers Program; to amend aforementioned contracts; to manage the funding of AMEDD officer and enlisted personnel under contract.

Plans and Programs Branch, AMEDDPERSA: The OTSG Form 896 is used to issue fund citations and as a control document.

AMEDD Central Student Detachment: The OTSG Form 896 is a control document for students under the fully funded programs who are eligible for a maximum of

100.00 reimbursement for books and minor expenditures.

Purchasing and Contracting Offices: The OTSG Form 896 and amendments are used as control documents for negotiating an Educational Service Agreement (ESA) with civilian academic institutions and for issuing Department of Defense (DD) Form 1155, Purchase Orders, against the ESA for each military student at the academic institution.

Finance and Accounting Office, Ft Sam Houston: The OTSG Form 896 and amendments are used as a control document for accounting purposes.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of student, by program.

SAFEGUARDS:

Civilian Health Education Branch records are maintained in one of a suite of offices which are locked during non-duty hours. The office is staffed by responsible personnel and only authorized personnel are given access to the records. Security guards are on duty during and after duty hours, to include weekends and holidays. A building pass is required for entry.

RETENTION AND DISPOSAL:

Records are temporary. They are destroyed 2 years after an individual has completed training or has been cancelled or withdrawn from the program.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army Medical Department Personnel Support Agency.

NOTIFICATION PROCEDURE:

Information may be obtained from:
AMEDDPERSA (SGPE-EDC)
Room 7B014
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-5368

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Army Medical Department Personnel Support Agency (SGPE-EDC), Room 7B014, Forrestal Bldg, Washington, DC 20314.

Written requests for information should contain the full name of the individual, social security number, current mailing address and telephone number, current unit of assignment (if on active duty), sponsoring program and calendar years in training.

For personal visits, the individual should be able to provide some acceptable identification; i.e., driver's license, employing office identification card, and give some verbal information that can be verified with his case folder.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents or appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Individual application for training (DA Form 3838) and the financial requirements of the academic institution.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1013.04aDASG

SYSTEM NAME:

1013.04 Residency, Subspecialty and Fellowship Training

SYSTEM LOCATION:

Graduate Medical Education Branch, Education and Training Division, Army Medical Department Personnel Support Agency (AMEDDPERSA) (SGPE-EDG), Forrestal Building, Washington, DC 20314.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All physicians applying in the current year or previous year for US Army sponsored residency, subspecialty or fellowship training in any Federal facility or civilian institution.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains one or more copies of Department of the Army (DA) Form 3838 (Application for Professional Training), letters of recommendation for training, individual's photo, medical school transcripts and any correspondence or other paperwork received or supplied concerning an individual's application for residency, subspecialty or fellowship training.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Chapter 401, Section 4301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To determine eligibility for current and future graduate medical education; to determine level of entry into current and future graduate medical education.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by specialty, by last name of applicant.

SAFEGUARDS:

Graduate Medical Education Branch records maintained in suite of offices staffed by responsible personnel. Offices are locked during non-duty hours. Only authorized personnel who are properly cleared have access. The building employs security guards during non-duty hours, on weekends and holidays, and a building pass is required for entry.

RETENTION AND DISPOSAL:

Records are retained in active file until individual is selected for training or until 1 year after an individual is not selected for training, provided that individual does not reaffirm his interest for application in the next training cycle. Files on individuals selected for training are transferred to Medical Corps Career Assignment Office, Army Medical Department Personnel Support Agency (SGPE-MC), where they are integrated into the selectee's career branch individual file. Files on individuals not selected for training and not reaffirming application are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army Medical Department Personnel Support Agency.

NOTIFICATION PROCEDURE:

Information may be obtained from:
AMEDDPERSA (SGPE-EDG)
Room 7B-014
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-5455

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Army Medical Department Personnel Support Agency (SGPE-EDG), Room 7B-014, Forrestal Building, Washington, DC 20314.

Written request for information should contain the full name of the individual, current mailing address and telephone number, current unit of assignment (if on active duty), specialty or specialties and internship training received in United States training facilities. Visits are limited to AMEDDPERSA (SGPE-EDG), Forrestal Building, Washington, DC 20314.

For personal visits, the individual should be able to provide some acceptable identification; i.e., military identification card or driver's license, and give some verbal information that could be verified with his evaluation reports.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

DA Form 3838, telephone information, interview information, and any written inquiries or general correspondence concerning an individual's application for residency, subspecialty or fellowship training.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1013.05aDASG

SYSTEM NAME:

1013.05 US Army Graduate Medical Education Trainee Card File

SYSTEM LOCATION:

Graduate Medical Education Branch, Education and Training Division, Army Medical Department Personnel Support Agency (SGPE-EDG), Forrestal Building, Washington, DC 20314.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All physicians who are receiving, or since 1947 have received, any program of long term graduate medical education under United States (US) Army sponsorship in any Federal facility or civilian institution.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains 3' x 5' index cards with individual's name, rank, social security number and history of US Army sponsored training in Federal training facilities or civilian institutions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Chapter 410, Section 4301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To verify finishing dates for training when an officer requests release from active duty; to verify length of training when this information is not available in an officer's official military personnel file; to verify type of subspecialty training within basic training specialties; to specify names of individuals who approved training at different levels; to provide input for special projects levied on The Surgeon General by various other Army and Federal agencies; to main- tain a count on the total number of individuals completing training since the US Army Graduate Medical Education Program began in 1947; to maintain information on former inquiries and information provided in response to those inquiries.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of trainee.

SAFEGUARDS:

Graduate Medical Education Branch records maintained in suite of offices staffed by responsible personnel. Offices are locked during non-duty hours. Only authorized personnel who are properly cleared have access.

RETENTION AND DISPOSAL:

Records are permanent. They will be retained in the active file indefinitely as reference material.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army Medical Department Personnel Support Agency.

NOTIFICATION PROCEDURE:

Information may be obtained from:
AMEDDPERSA (SGPE-EDG)
Room 7B-014
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-5455

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Army Medical Department Personnel Support Agency (SGPE-EDG), Room 7B-014, Forrestal Building, Washington, DC 20314.

Written request for information should contain the full name of the individual, current mailing address and telephone number, current unit of assignment (if on active duty), specialty or specialties and internship training received in US training facilities or under US Army sponsorship in civilian facilities. Visits are limited to AMEDDPERSA (SGPE-EDG), Forrestal Building, Washington, DC 20314.

For personal visits, the individual should be able to provide some acceptable identification; i.e., military identification card or driver's license, and give some verbal information that

could be verified with his evaluation reports.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Department of the Army (DA) Form 3838 (Application for Pro- fessional Training), telephone inquiries, in person inquiries, or written inquiries and general correspondence concerning an individual's graduate medical education.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1014.01DAAG

SYSTEM NAME:

Army Continuing Education System

SYSTEM LOCATION:

Education Centers at Army installations; addresses are in the appendix to the Army's inventory of system notices.

Decentralized segment of the college transcript registry is being developed and will be maintained at a DOD Data Processing Installation (DPI).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty military personnel, including the Army reserves and National Guard.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents reflecting name, rank, social security number (SSN), MOS, and educational level of the individual, to include student transcripts, grade slips, course attendance records, tuition assistance and independent study enrollment applications, records of counseling, academic and diagnostic tests including results of Armed Forces Vocational Aptitude Battery and other tests designed to measure educational levels.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 4302; Pub. L. 96-154, 89-358, and 94-502.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used by the Army to (1) determine academic/vocational level of education and provide appropriate counseling and educational instruction to raise soldier's competency to a higher level of job performance, military skills, and career growth; (2) to accrue statistical data and produce related management reports.

Disclosed to the Department of Labor, Bureau of Apprenticeship and Training for individuals enrolled in an Army Apprenticeship Program.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records and computer printouts in file cabinets; disks and tapes. Computer stored data are erased after managerial reports are compiled and individually identifiable course data and scores are transferred to DA Form 669.

RETRIEVABILITY:

By individual's surname or SSN.

SAFEGUARDS:

Records are protected from unauthorized disclosure by their storage in areas accessible only to authorized personnel within buildings secured by locks. Automation is done in on-line equipment; physical safeguards of the computer site meet security classification requirements up to and including secret; a site risk analysis was performed. Terminals are supported by remote and dedicated lines. Each terminal has a physical key lock; each terminal is identified by its own physical profile containing user ID, user password; passwords are confidential. Software prohibits entry to files by other than authorized personnel. Remote sites have been appraised for physical security.

RETENTION AND DISPOSAL:

Automated data are erased after selected information is captured for managerial reports and course/score data transferred to individual's DA Form 669 which becomes part of the Military Personnel Records Jacket (a permanent document).

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army (Education Directorate), Alexandria, VA 22331.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether this system of records contains information about them may contact either the System Manager or the installation Education Services Officer/Counselor.

RECORD ACCESS PROCEDURES:

Individuals may obtain their records by contacting the appropriate Education Services Officer or Counselor by presenting identification such as military ID card, official building pass, or current driver's license.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

School transcripts, Education Services Officer/Counselor, the individual, test results, SIDPERS.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1015.01aDAAG

SYSTEM NAME:

Dependent Children School Program Files

SYSTEM LOCATION:

Currently enrolled students; Army-operated dependents schools located at Ft. Benning, GA; Ft. Bragg, NC; Ft. Campbell, KY, Ft. Jackson, SC, Ft. Knox, KY; Ft. McClellan, AL; Ft. Rucker, AL; Ft. Stewart, GA; U.S. Military Academy, West Point, NY.

Former students: Washington National Records Center, Washington, DC 20409.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Students in the Army-operated dependents schools located at installations identified in 'System location'.

CATEGORIES OF RECORDS IN THE SYSTEM:

School files include: enrollment/admission/registration/transfer applications; course preferences/curriculum; health records; attendance registers; academic achievements and report cards reflecting grades/credits earned; aptitude, IQ, and other test results; notes regarding student's special interests, hobbies, activities, sports; counseling documents; high school transcripts and certificates; and related supporting documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 6, Pub. L. 81-874.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

These records are created and maintained by the Department of the Army to record education provided for eligible dependent children of Military and Civilian personnel residing on Army

bases identified under 'System location' pursuant to Pub. L. 81-874.

Records may be disclosed to Department of Education in Connection with Federal funding for public education.

Information from the system may be disclosed to Federal and State educational agencies in connection with student's application for financial aid.

Records may be disclosed to student's parents/legal guardians when Army officials determine bona fide need therefor and disclosure is not otherwise precluded by the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment), 20 U.S.C. 1232g.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

By school, school year, and student surname.

SAFEGUARDS:

Records are accessible only to authorized personnel having need for the information in the performance of their official duties.

RETENTION AND DISPOSAL:

Academic records for elementary school students are destroyed at the school attended after 5 years; those for secondary school students are destroyed after 65 years by the Washington National Records Center where such records are retired 5 years following student's graduation/withdrawal.

Individual student health records and tests/achievements documents are retained at the local school 1 year for elementary students; 2 years for secondary students, after which they are destroyed.

Teacher class registers of attendance and scholastic marks and averages are retained at the local school for 5 years; then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, (Attn: Director of Education) Hoffman Building 1, Alexandria, VA 22331.

NOTIFICATION PROCEDURE:

Individuals who wish to know whether or not this system contains information concerning them may write to the principal of the school attended or, if the records have been retired to the Washington National Records Center, to the Adjutant General, Headquarters, Department of the Army (DAAG-AMR-S), Hoffman Building 1, Alexandria, VA 22331. Individuals must furnish name, name at the time of school attendance if different, date of birth, identity and location of school attended, dates of attendance; and signature.

RECORD ACCESS PROCEDURES:

Individuals requesting access to their records must submit a written request either to the principal of the school attended or to the Adjutant General, ATTN: DAAG-AMR-S if records have been retired to the Washington National Records Center. Information required under 'Notification procedure' above must be furnished. Personal visits may be made if the school still retains the record.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Information in this system is provided by the individual on whom record is maintained; school teachers, principal, counselors; medical personnel; parents/guardians.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1015.06DAAG

SYSTEM NAME:

School Employee File

SYSTEM LOCATION:

During employment and for 30 days thereafter individual employee files are maintained at the Army-operated dependents schools in the United States (US) located at Ft Benning, GA; Ft Bragg, NC; Ft Campbell, KY; Ft Jackson, SC; Ft Knox, KY; Ft McClellan, AL; Ft Rucker, AL; Ft Stewart, GA; and at the US Military Academy, West Point, NY. Individual records are retired to the National Personnel Records Center 30 days after termination of employment.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of the Army-operated dependents schools located at installations cited above. This includes individual records of teaching, administrative, and support personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents pertain to dependent school civilian employees at locations cited above. Included are copies of employment applications, personnel action forms, copies of contracts or excerpts therefrom which describe the services to be performed, the time periods involved, the amount of pay, location of employment, appointment affidavits, statements of service, group life and accident insurance election, survivor benefit elections, change of name request, educational transcripts, position assignment notices, promotion/reduction recommendations with approvals/declinations, supervisor evaluations, annual, sick and/or teacher leave records, miscellaneous correspondence, documents, and records concerning dependents, military and other Federal service including service in other Federally funded dependents schools, letters of recommendations, commendations, reprimands, counseling sessions, and conference records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Public Law 81-874, Section 6.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Documents are used to maintain, collect, and use information with respect to the administration of the individual's Federal service; to document actions which are attributable to the individual's Federal employment and status; to administer pay and other employment policies and regulations as required by Public Law 81-874, the United States Commissioner of Education, and/or respective State Departments of Education. Use is also made of these files by authorized representatives of the Secretary of the Department of Health, Education and Welfare to verify that pay and employment practices in the Army-operated dependents schools are comparable to those of the school districts in the State used for comparability purposes; verification, for salary and retirement purposes of Federal employment for personnel subsequently employed by public, Federal, or private school systems.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of employee.

SAFEGUARDS:

Records are maintained in files accessible only to authorized personnel who are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Records are permanent. They are retained at the dependents schools located at installations cited above until 30 days after termination of service and subsequently retired to the National Personnel Records Center.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, The Pentagon, Washington DC, 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the Superintendent of Schools at the installations listed above. If inquiry is made 30 days after termination of employment, should be made to the National Personnel Records Center. Written requests should contain the following information: current name, and if different, the name used during the period of Federal employment at the school concerned, date of birth, names of schools, locations, and dates of employment.

RECORD ACCESS PROCEDURES:

Written requests for information concerning individual records or for instructions concerning personal visits may be forwarded to the superintendent of the dependent school concerned or, if made 30 days after termination of employment, to the National Personnel Records Center (civilian), 111 Winnebago St., St. Louis, MO 63118. Written requests should contain the following information: current name and, if different, the name used during the period of Federal employment at the school concerned, date of birth, names of schools, locations, and dates of employment.

CONTESTING RECORD PROCEDURES:

The Army's rules for accessing records and for contesting contents and appealing initial initial by the individual concerned are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Application and related forms from the individual requesting access, notification of personal security clearance from the Defense Investigative Service, appointment affidavits, copies of contracts or excerpts therefrom, personnel action forms, survivor benefit forms, education transcripts, position assignment notices, promotion/reduction recommendations with approvals/declinations, annual, sick, and/or teacher leave records, miscellaneous correspondence, documents, and records concerning prior Federal and non-Federal service provided by the employee or other Federal or non-Federal agencies or offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1019.03FORSCOM

SYSTEM NAME:

1019.03 US Army Marksmanship Unit Data System (AMUDS)

SYSTEM LOCATION:

Primary System: Office Deputy Chief of Staff for Operations (ODCSOPS-TAT), Headquarters, United States Army Forces Command (FORSCOM), Ft. McPherson, GA 30330.

Decentralized Segments: Headquarters, United States (US) Army Marksmanship Unit, Ft. Benning, GA 31905 and US Army Marksmanship Training Units at the following locations: Ft. Meade, MD 20755; Ft. Riley, KS 66442; and Ft. Ord, CA 93941.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All US Army active duty personnel who compete in FORSCOM regional or US Army Shooting Championships, Interservice Shooting Championships or National Rifle Association (NRA) National Shooting Championships.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name, social security number (SSN), information concerning shooting classifications, levels of participation in competition, scores fired in such competitions, primary military occupational specialty (PMOS), estimated termination of service (ETS), date of estimated return from overseas (DEROS) or date of return from overseas (DROS), last unit address, phone numbers, and assignment preferences.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012; US Army Forces Command (FORSCOM)/US Army Training and Doctrine Command (TRADOC) Supplement 1 to Army Regulation (AR) 350-6, 'Army-wide Small Arms Competitive Marksmanship.'

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To monitor the competition status of marksmanship qualified personnel throughout the Army and coordinate the assignment of qualified officers and noncommissioned officers to FORSCOM Marksmanship Units.

To facilitate ranking by demonstrated competitive shooting ability, locating (if not competing in all Army Championships), and attachment, if appropriate, to the US Army Marksmanship Unit for support of the National Trophy Group in the National Matches or for support in the US Army efforts to place individuals on US International Teams.

To assist installation commanders in identifying qualified personnel within their commands to conduct marksmanship programs.

To verify competitive marksmanship qualifications of any individual for Army Marksmanship Unit managers on whose area of responsibility that individual's qualification would have an impact.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored on computer magnetic tapes and disks at ODCSOPS-TAT.

Paper records in file folders may be filed at any of the locations participating in the system.

RETRIEVABILITY:

Alphabetically by last name of individual and by SSN.

SAFEGUARDS:

At ODCSOPS-TAT, Headquarters, FORSCOM, the computer software is secured in a combination locked area restricted to authorized personnel. Access is limited to personnel actually involved in daily computer operations. Visitors are registered and escorted while in the area. Paper records maintained elsewhere are maintained in locked file cabinets accessible only to US Army Marksmanship Unit coaches and managers of FORSCOM Markmanship Unit teams. Buildings are locked during non-duty hours with a charge of quarters in attendance.

RETENTION AND DISPOSAL:

ODCSOPS-TAT, Headquarters, FORSCOM: Paper records containing the individual data and competitive marksmanship results are destroyed upon transposition of information to computer tapes and disks. Information pertaining to an individual is automatically purged from the computer file 4 years after the last competition

entry. Identifying and locating information is updated annually.

US Army Marksmanship Units: Computer printouts are destroyed upon receipt of updated ones.

(This retention period is subject to approval by the National Archives and Records Service.)

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Operations (ODCSOPS-TAT), Headquarters, US Army Forces Command, Ft. McPherson, GA 30330; Commander, US Army Marksmanship Unit, Ft. Benning, GA 31905.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander
US Army Forces Command
ATTN: AFOP-TAT
Ft. McPherson, GA 30330
Telephone: Area Code 404/752-3908
or
Commander
US Army Marksmanship Unit
ATTN: S-3
Ft. Benning, GA 31905
Telephone: Area Code 404/545-7174

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, FORSCOM, ATTN: AFOP-TAT, Ft. McPherson, GA 30330 or to: Commander, US Army Marksmanship Unit, ATTN: S-3, Ft. Benning, GA 31905.

Written requests for information should contain the full name and SSN of the individual, current address and telephone number.

For personal visits, the individual should be able to provide some acceptable identification; e.g., Armed Forces Identification Card, driver's license, etc.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Locally designed forms completed by individuals on whom data is recorded and official match bulletins.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1101.07aDAMO

SYSTEM NAME:

1101.07 Telephone Directories

SYSTEM LOCATION:

Maintained by any distinct, independent Army telephone system at organizations listed in the Department of Defense Directory in the Appendix to the Department of the Army system notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel and civilian employees and in some instances their dependents.

CATEGORIES OF RECORDS IN THE SYSTEM:

Listing contains individual's name, home address and telephone number, duty address and telephone number.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Provide users and operators with telephone numbers for each assigned military or civilian employee.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Books or booklets.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

When the individual has given prior consent for release, data such as quarters telephone numbers are available to the general public.

When consent is not given the information is not listed.

RETENTION AND DISPOSAL:

Individual telephone directories are periodically updated and old editions destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commanders/supervisor of organization maintaining telephone directory.

NOTIFICATION PROCEDURE:

Information may be obtained by inspection of publicly available telephone directories. Information may also be obtained from telephone operators and the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Available to the public.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is obtained directly from the individual concerned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1101.08aUSACC

SYSTEM NAME:

1101.08 Operation of Private Radio Station/Citizen Band Radio

SYSTEM LOCATION:

Office of the Director of Telecommunications, Continental United States (US) and Oversea Commander, State Adjutant General, Army Reserve Center and Reserve Officers Training Corps (ROTC) Instructor Groups.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian personnel maintaining and operating a private radio station and/or citizen band radio on a military installation or other real estate under the direct control of the Department of the Army. This includes US Army Reserve Centers, ROTC Instructor Groups and National Guard Armories.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name of individual, type of equipment, location, telephone number, Federal Communications Commission (FCC) call sign, frequencies, and type of operation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Chapter 652 48 Statute 1064.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used to insure that frequencies in use are properly allocated to users; to determine if radio frequencies in use will interfere with any other frequency devices in the area. May also be used in emergencies to determine if the equipment may be used for emergency communications.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By authorization number and/or name.

SAFEGUARDS:

Files are maintained in building with access by authorized personnel only.

RETENTION AND DISPOSAL:

Files are destroyed on notification that operation of a private radio station and/or citizen band radio has been discontinued.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding General, US Army Communications Command, Ft Huachuca, AZ 85613.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Director of Telecommunications, Active Army installations or oversea commander for Department of the Army personnel, State Adjutant General for National Guard personnel, Commander of the Reserve Training Center or Professor of Military Science (PMS) of ROTC unit for personnel assigned.

RECORD ACCESS PROCEDURES:

Requests for information should be addressed to the individual under Notification, giving name and authorization number.

Personal visits to office maintaining records require identification.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Local form completed by individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1106.04USACC

SYSTEM NAME:

1106.04 MARS Member Files

SYSTEM LOCATION:

Primary System: Chief, Army Military Affiliate Radio System (MARS), Operations Division, Deputy Chief of Staff Operations, Headquarters (HQ), United States (US) Army Communications Command (USACC), Ft Huachuca, AZ 85613.

Decentralized Segments: 5th Signal Command, HQ USACC-Continental United States (CONUS) CONUS area MARS Directors, 8th US Army and subordinate elements of 6th Signal Command.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any military or civilian Federal Communications Commission licensed amateur radio operator whose application for Army MARS membership has been approved.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains Army MARS individual's name, Federal Communications Commission call sign, Army MARS call sign, expiration of FCC Amateur operator's license, home address.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

For issuance of Army MARS Station licenses, mailing of Technical Directives and Quarterly Army MARS Bulletin.

Area and command MARS directors utilize their files to control Army MARS membership, mailing of information and periodicals to Army MARS members.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

3'x5' cards.

RETRIEVABILITY:

Filed alphabetically by last name by state.

SAFEGUARDS:

Building employs security guards. Cards are maintained only by authorized personnel.

RETENTION AND DISPOSAL:

Cards are destroyed when individual leaves Army MARS Program.

Area and command MARS Directors maintain a file folder on all active Army MARS members. When a member leaves the Army MARS Program the file is placed in an inactive file. Destroyed after 3 years.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Communications Command, Ft Huachuca, Arizona 85613.

Each area and command MARS directors.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commander, HQ USACC, ATTN: CC-OPS-OM, Ft Huachuca, AZ 85613.
Commander, HQ USACC-CONUS, ATTN: CCN-PO-MARS, Ft Ritchie, MD 21719.
Commander, HQ 5th Sig Comd, ATTN: CCE-OPS, APO NY 09056.
USA Communications Command Agency, Eastern Area MARS Director, ATTN: CCNA-MDE, Ft Meade, MD 20755.
USA Communications Command Agency, Southeastern Area MARS Director, ATTN: CCNA-MCP-AMD, Ft McPherson, GA 30330.
US Army Communications Command Agency, Central Area MARS Director, ATTN: CCNA-SHN-AX, Ft Sam Houston, TX 78234.
US Army Communications Command Agency, Western Area MARS Director, ATTN: CCNA-PSF, Presidio of San Francisco, CA 94129.
Commander, 8th Army, ATTN: SJOF, APO San Francisco 96301.

RECORD ACCESS PROCEDURES:

Written requests with name and call sign for information should be addressed to the offices in preceding paragraph.

Personal visits to offices maintaining information records require identification.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information in files in provided by individual Army MARS members.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1107.17DAMO

SYSTEM NAME:

1107.17 Photographer Identification Files

SYSTEM LOCATION:

Army commands and installations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any citizen who applies for access to unclassified files.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain photographer's identification, permit number, and related documents used to record the issue.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Maintain control of personnel authorized to photograph activities at military installations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed by permit number and individual's name.

SAFEGUARDS:

Local installation security system. Records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Destroy on expiration or transfer of individual concerned.

SYSTEM MANAGER(S) AND ADDRESS:

Commander of installation or organization issuing photographers permits.

NOTIFICATION PROCEDURE:

Information may be obtained from the installation or organization issuing photographic permits.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the commander of the installation or organization where the photographer's permit was issued.

CONTESTING RECORD PROCEDURES:

The rules for contesting contents and appealing initial determinations may be obtained from the commanders of major commands responsible for subordinate commands where the photographer's permit was issued.

RECORD SOURCE CATEGORIES:

Application and related forms from the individual requesting access for unclassified information.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1108.16DAAG

SYSTEM NAME:

Postal and Mail Service System

SYSTEM LOCATION:

Postal facilities at Army headquarters offices, commands, and installations. Addresses are contained in the appendix to the Army's listing of system notices (44 FR 74011, December 17, 1979).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons designated as mail agents; military personnel assigned/attached to Army installations who desire mail handling service; standing delivery order agents designated by individuals who desire such service.

CATEGORIES OF RECORDS IN THE SYSTEM:

DD Form 285 designating Army postal clerks/NCO's/supervisors; locator cards comprising a directory of individuals assigned enroute, and/or departing given installation showing individual's full name, grade, current mailing address, date of assignment/detachment, and Social Security Account Number (latter is voluntary); standing delivery order designations of agents to handle individual's mail.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

By the Department of the Army to identify persons authorized to perform Army postal functions; to maintain current addresses of persons arriving/departing units for purpose of handling personal mail.

Information may be disclosed to US Postal Service.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Cards, paper records; microfiche, word processing disk.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are located in secured buildings, accessible only to designated persons having an official need for the information. Where word processing equipment is used, information is protected by a password system; when not in use word processing equipment is locked.

RETENTION AND DISPOSAL:

Postal personnel designations and designation of mail delivery agents by individuals are destroyed 3 years following termination of individual's duty as such. Directory locator cards are retained for 1 year after individual departs a unit.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, (ATTN: DAAG-MAO), Hoffman Building 1, 2461 Eisenhower Avenue, Alexandria, VA 22331.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether this sytem of records contains information concerning them should inquire of the Postal Director at the unit where assigned or employed.

RECORD ACCESS PROCEDURES:

Written requests should contain individual's full name, rank/grade, Social Security Account Number, and any other information that will assist in locating records. Personal visits may be made; individual must furnish proof of identity.

CONTESTING RECORD PROCEDURES:

The Army's rules for accessing records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, unit commanders and Army postal officers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1111.01aDAPC

SYSTEM NAME:

1111.01 Individual Flight Record File

SYSTEM LOCATION:

Primary System: United States Army Military Personnel Center (DARC-OPA-J), 200 Stovall Street, Alexandria, VA 22332.

Decentralized Seqments: Each command/organization/element of the United States Army in which an aviator pilot, aircraft observer, technical observer, flight engineer, crew chief, aircraft mechanic, flight surgeon, flight medical attendant, aerial photographer, gunner, student pilot, co-pilot, or instructor pilot is assigned.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

US Army personnel in aviation service, who are prohibited by statute from participating in aerial flight; foreign students; flight crews; observers; technicians; flight medical personnel; photographers; gunners; mechanics; National Guard aviators; US Army Reserve Aviators; student pilots; other personnel authorized to take part in aerial flights and for whom the Army has responsibility for certifying and keeping flight record files.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains flight record and certificates, DA Forms 759 and 759-1; medical clearance for flying; physical examination; documentation of medical suspension/restrictions/waivers; orders relating to flying status, aeronautical designation, instructor, instructor standardization, suspension nonmedical records, forms, papers relating to the issue; renewal/invalidation of instrument qualification; documents relating to orientation, qualification, and proficiency to include annual examination results.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301; Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by the Department of the Army to document qualifications, aviation service, medical condition of aviators, aircraft accidents, flight violations, aviation training, examination results, improvement of subsequent examinations; to provide recommendations for appropriate changes in US Army aviation training; to support courts-martial actions, claims against the government, or accident investigation reports.

Disclosed to Federal Aviation Agency to maintain file of violations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folder; on microfilm, microfiche, magnetic tape, and aperture cards.

RETRIEVABILITY:

Records accessed by name, social security number (SSN), and/or branch of service.

SAFEGUARDS:

Records maintained in areas accessible only to authorized flight operations personnel who are cleared, screened and trained.

RETENTION AND DISPOSAL:

Documents relating to flight examinations will be destroyed after 2 years. Documents relating to flight regulation violations will be destroyed 1 year after the case is closed. All other documentation will be forwarded with individual personnel records to gaining installation or when individual is retired, discharged, resigned, inactive, deceased or suspended (for longer than 6 months), records will be forwarded to Commander, US Army Reserve Components Personnel and Administration Center (RCPAC), 9700 Page Boulevard, St Louis, MO 63132.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from:

Individual's command/organization/element of the United States Army for all active Army, National Guard, and Army Reserve flying status personnel.

US Army Reserve Components Personnel and Administration Center, 9700 Page Blvd, St Louis, MO 63112 for all separated, retired, deceased flying status personnel.

RECORD ACCESS PROCEDURES:

Individuals may submit written requests for information to either the SYSMANAGER or appropriate decentralized record custodian and should contain full name, SSN, grade, branch of service, and current address.

For personal visits, persons should be able to provide acceptable official military/civilian identification.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Training and qualification records initiated by the individual or training agency. Certificates/documents/records/papers/forms originated by commands/organizations/Army elements relating to aviation activities. Examinations/statements/records/reports initiated by medical examining facilities; Instrument Flight Examiners; and investigative reports of alleged flight violations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1111.16aUSACC

SYSTEM NAME:

1111.16 Controller Training and Proficiency Record Files.

SYSTEM LOCATION:

Army Air Traffic Control Facilities at Fixed Army Airfields and in other Army Aviation Units having assigned air traffic control personnel.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

A member of the military or a civilian employee who is qualified in air traffic control specialties.

CATEGORIES OF RECORDS IN THE SYSTEM:

Department of the Army (DA) Form 3479-R (Air Traffic Control Training and Proficiency Record) and correspondence related to training.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Aviation Act of 1958, Title 49 U.S.C., Section 313 USC 1354(a), and Sec 601 (Stat 72-77) USC 1421.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used as a record of certification ratings, training received, physical fitness examinations, test results and performance. Also used to determine proficiency to perform air traffic control duties.

Record is available to supervisors, Federal Aviation Authority and military examiners to rate the controller for duty.

Record is available to investigators of aircraft accidents and flight violations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper record in a file folder.

RETRIEVABILITY:

Filed alphabetically by last name of controller.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Record is maintained as long as controller is on active duty.

Record is destroyed upon death or given to the controller upon termination of active service.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, United States (US) Army Communications Command, Ft Huachuca, AZ 85613.

Commander, Air Traffic Control Activity, Ft Huachuca, AZ 85613.

Air Traffic Control Facility chief having custody of the record.

NOTIFICATION PROCEDURE:

Information may be obtained from SYSMANAGER.

RECORD ACCESS PROCEDURES:

Requests from individuals may be made in person to the custodian of the record or by written request to the SYSMANAGER stating name, military or civilian status, social security number (SSN) and address.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from Headquarters, US Army Communications Command, Ft Huachuca, AZ 85613.

RECORD SOURCE CATEGORIES:

Grades, ratings and certifications obtained through training and DA Forms 3479-1-R, 3479-2-R, and 3479-3-R.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1201.02MTMC

SYSTEM NAME:

Personal Property Movement and Storage

SYSTEM LOCATION:

Installation Transportation Offices and Joint Personal Property Shipping Offices, world-wide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military members of the Army, Navy, Marine Corps and Air Force; civilian employees; dependents; personnel of other government agencies when sponsored by Department of Defense (DOD).

CATEGORIES OF RECORDS IN THE SYSTEM:

Orders authorizing shipment/storage of personal property to include privately owned vehicles (POV) and house trailers/mobile homes; Department of Defense (DD) Form 1131 (Cash Collection Voucher), DD Form 1299 (Application for Shipment and/or Storage of Personal Property), DD Form 1384 (Transportation Control and Movement Document), DD Form 1797 (Personal Property Counseling Checklist), Standard Form 1103 (Government Bill of Lading), Storage contracts, and other related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

DOD: To arrange for the movement, storage and handling of personal property; to identify/trace lost or damaged shipments; to answer inquiries and monitor effectiveness of personal property traffic management functions.

Commercial carriers: To identify ownership, verify delivery of shipment, support billing for services rendered and justify claims for loss, damage, or theft.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, microfilm, magnetic tapes, and computer printouts.

RETRIEVABILITY:

Last name of individual.

SAFEGUARDS:

Information is maintained in secured areas, accessible only to authorized personnel having an official need-to-know. Automated segments are further protected by code numbers/passwords.

RETENTION AND DISPOSAL:

Documents relating to packing, shipping and/or storing of household goods within continental United States destroyed after 3 years; those relating to oversea areas destroyed after 6 years. Documents regarding shipment of POV/house trailers destroyed after 2 years. Shipment discrepancy reports destroyed after 2 years or when claim/investigation is settled, whichever is later. Administrative files reflecting queries and responses are retained for 2 years; then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Headquarters, Military Traffic Management Command, Washington, DC 20315.

NOTIFICATION PROCEDURE:

Information may be obtained from the Installation Transportation Office which processed the shipping/storage documents.

RECORD ACCESS PROCEDURES:

Written requests should contain requester's full name, social security number, current address/telephone number and any information which will be of assistance in locating the records requested (e.g., type of shipment, origin, destination, date of application, etc.).

Personal visits may be made to the Installation Transportation Office from which or to which personal property was shipped/stored. Individual must provide personal identification such as a valid driver's license or military/civilian identification card.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Provided by the individual whose personal property is shipped/stored; by the carrier/storage facility.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1201.07aUSAREUR

SYSTEM NAME:

1201.07 Passenger Reservation Reference Paper Files

SYSTEM LOCATION:

Data systems tapes are maintained in V Corps, Army Post Office (APO) NY 09757, (Creighton Abrams Complex) Frankfurt, Germany. Printouts are stored at Passenger Management Division (PMD), Camp King, Oberursel, Germany; Headquarters, 4th Transportation Brigade, APO New York 09451. Those portions of the printouts pertaining to individuals eliminated upon Chapter 10, Army Regulation (AR) 600-200 (Separation for the good of the service) and Chapter 13, AR 600-200 (Separation for unfitness or unsuitability) are forwarded to the United States (US) Army Military Personnel Center, Europe, APO NY 09081. Those portions of the printouts pertaining to port call requests and confirmation are forwarded to US Army, Europe (USAREUR) & 7th Army subordinate organizations/activities to include the Regional Personnel Centers. Official mailing addresses are derivable from the Appendix in the Federal Register.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any member of the Armed Forces, Department of the Army Civilian (DAC), contract civilian and dependent authorized use of government flight facilities.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains the following items of information: Name, Grade/Title, Seats Required, Special Passenger Category (A-Military member on permanent change station (PCS) accompanied by dependents. Civilians or dependents, or both, not otherwise described (does not apply to unaccompanied PCS personnel), D-Civilian paying cash in place of using a customer identification code (CIC) or for whom special credit

billing procedure must be applied, E-Military paying cash in place of using a CIC or for whom special credit billing procedures must be applied, F-Combination of passengers in codes D and E, H- Foreign national, J-School teachers, K-Key school officials, M-Retirees, N-Separatees, P-Prisoners, R-Prisoner escorts, S-Board actions). Children Under 12 Years Old (as of date of movement), Excess Baggage, Origin of Aerial Post of Embarkation, Destination Aerial Port of Debarkation, Transporatation Passenger Movement Priority, Type Travel, Sponsor Service, Movement Month, Availability Date, Availability Data Code Mandatory Departure Date, Final Destination, Mode of Travel (Continental United States), Unit Identification Code, Mail Code, Social Security/Passport Number, Type Transaction.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301, Departmental Regulations; Title 10 U.S.C., Section 3012, Secretary of the Army, powers and duties, delegation by.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Other USAREUR organizations to include Regional Personnel Centers (RCPs): To notify individuals of flight information. Receives daily notification rosters which list individuals with their associated flight data.

Passenger Movement Division (PMD), 4th Transportation Brigade: To schedule flights for all Army and Department of the Army civilian (DAC) personnel departing USAREUR. Statistical data generated is used to improve efficiency of passenger movements. Collects all source data from RCP's, submits it for introduction into the system, then destroys all source documents after verification of submission.

United States Army Military Personnel Center, Europe (MIPERCENEUR): To monitor and enforce USAREUR Regulation 55-6, which prescribes minimum/maximum time frames allowable for movement for such individuals.

Other components within Department of Defense.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Information is kept in data systems tapes for a period of 6 months after individual has departed and then automatically purged from system. Computer printouts are maintained at PMD for a period of 6 months in filing cabinets and then destroyed. Those portions of the printouts forwarded to MILPERCENEUR and the RCP's are stored in filing cabinets for a period of 1 year and then destroyed.

RETRIEVABILITY:

Individual record can be retrieved by name, rank, and social security number (SSN).

SAFEGUARDS:

Systems tapes are maintained in a classified computer processing site; access is controlled by physical barriers with only authorized personnel being allowed entry. Area is manned 24 hours a day. All printouts are maintained in file cabinets with areas secured after duty hours.

RETENTION AND DISPOSAL:

Information retained in data systems 6 months after individual has departed and then automatically purged from system. Computer printouts at PMD are kept for a period of 6 months and then destroyed. Computer printouts at RPC's and MILPERCENEUR are kept for a period of 1 year and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Passenger Movement Division, 4th Transportation Brigade APO NY 09451.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the SYSMANAGER.

Written requests should contain full name, rank, flight (if possible), and date departed. Voluntary submission of SSN is requested to aid in file search.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determination may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information gathered from official military personnel files.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1201.08aTRADOC

SYSTEM NAME:

1201.08 Marine Personnel Qualifications/Record of Service Files.

SYSTEM LOCATION:

Office of the Marine Qualification Board, Transportation Education and Military Arts Department, United States (US) Army Trans- portation School, Ft Eustis, VA 23604.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active and former Army and US Army Reserve marine operations, maintenance, and supply (commissioned officers, warrant officers, enlisted men, and civilian) personnel whose actual or intended assignment is/was aboard Army watercraft (any type of self-propelled and non self-propelled waterboard craft used or capable of being used as a means of transportation on water and for which the Army has operational and/or maintenance responsibility; the terms watercraft, ship, vessel, harbor craft, and boat are used interchangeably), or in related marine activities. They may be licensed, certified, or non-certified military occupational specialty (MOS) personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain copies of the DA Form 3068-1 (Marine Service Record), individual requests for examination, character and suitability statements, recommendations to commanding officers, physical qualification statements, experience qualifications and evaluations, and individual requests and replies regarding professional requirements for marine licensing, upgrading, and renewing.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The individual personnel record is maintained to keep a complete, up-to-date file of previous marine service, including military and civilian, which is kept current by the Marine Qualification Office (MQO) posting subsequent changes (renewals, upgrades, expirations, etc.) and is a permanent source of information used to document actions of the Marine Qualification Board when awarding licenses based on completion of an appropriate examination, sea service, and on-the-job training. The information may duplicate that contained in the Military Personnel Records Jacket (MPRJ) but contains other documents not suitable for filing in the MPRJ. The record is also used as the basis for awarding Special Qualification Identifiers to certain personnel who by order are appointed as Marine

Qualification Field Examiners. Used to compile lists of results of marine qualification examinations which are forwarded to Headquarters, Department of the Army (HQDA) (DAPC-OPD-TC) or HQDA (DAPC-EPC-XE) after each Marine Qualification Board meeting. May be used to verify qualifications of marine personnel in the event of loss or destruction of other records and for inquiries from administrative personnel at any Department of Defense installation where marine units are active.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Building is locked and has normal building security during non-duty hours. Records are maintained in area used only by authorized personnel who are properly trained and cleared.

RETENTION AND DISPOSAL:

Records are permanent. Files of discharged, retired, deceased, or eliminated personnel are cut off and placed in an inactive file which is held for 2 years from cut off in the Marine Qualification Office, transferred to the installation Records Holding Area to be held 1 year, and then retired to the Washington National Records Center where records are stored permanently.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Training and Doctrine Command, Ft Monroe, VA 23651.

NOTIFICATION PROCEDURE:

Requests should not be addressed to SYSMANAGER but to the Marine Qualification Board, Transportation Education and Military Arts Department (TEMAD), US Army Transportation School (USATSCH), Ft Eustis, VA 23604.

RECORD ACCESS PROCEDURES:

Written requests for information should be addressed to the Marine Qualification Board, TEMAD, USATSCH, Ft Eustis, VA 23604. Requests should contain full name, rank, and social security number/military service number of the individual.

For personal visits, the individual should be able to provide some acceptable identification; i.e., military identification card, or driver's license with a photograph.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Other military and civilian personnel records and reports, personal records, civilian maritime records, other service records, and personal statements verified by commanders and physicians.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1205.16DAPC

SYSTEM NAME:

1205.16 Passport and Visa Files

SYSTEM LOCATION:

United States (US) Army Service Center for the Armed Forces (USASCAF), ATTN: ANRDP-P, Washington, DC 20310; Installation passport offices, usually located in the installation transportation division, or activity passport agents.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DOD military and civilian personnel and their dependents.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains copy of Form DSP-11 (Passport Application), DD Form 1056 (Authorization to Apply for a 'No-Fee' Passport and/or Request for Visa), evidence of US citizenship, passports, photographs, and related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To the State Department and appropriate foreign embassy, as required.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Card file, paper records in file folders.

RETRIEVABILITY:

Alphabetically, by individual's surname.

SAFEGUARDS:

Only authorized persons have access to file areas. Official passports are stored in a secure area or container at installation when not in use for official travel.

RETENTION AND DISPOSAL:

DD Form 1056 and DSP Form 11 are retained for 1 year after which they are destroyed; other documents are destroyed after 3 months.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the system manager.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the office that processed the request for passport/visa.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, official orders, and personnel records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1205.17aDALO

SYSTEM NAME:

1205.17 Passenger Warrant Files

SYSTEM LOCATION:

United States Army, Europe (USAREUR), AEAGD-T, Army Post Office (APO) New York 09403.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Personnel traveling in the oversea area on official business of the Department of Defense.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of used and canceled warrants, transportation certificates, travel orders, similar documents serving the same purposes, registers and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Passenger warrants are used by USAREUR installation transportation

officers to purchase transportation from commercial carriers for official travel in Europe.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Destroy after 3 years, except that files involved in an incomplete investigation will be retained until completion of the investigation.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Logistics, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the installation transportation office which issued the passenger warrant.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Commander in Chief, United States Army Europe, ATTN: AEAGD-T, APO New York 09403.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is obtained from the individual passenger and pertinent travel orders.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1205.26aDALO

SYSTEM NAME:

1205.26 Local Transportation Authorization Files

SYSTEM LOCATION:

Army transportation offices charged with responsibility for approving the use of available local transportation that may be used advantageously in the transaction of official business. Official mailing addresses are in the Department of Defense Directory (DOD) in the Appendix to the Department of the Army (DA) system notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel required to use official transportation in the conduct of official Government business within and around their designated duty stations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents pertaining to the issuance of local ferry tickets, commercial bus tokens, and toll bridge tickets for official travel of Government personnel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purpose of records is to retain evidence that an individual was issued tokens and/or tickets. Users would be all personnel in the transportation office tasked to provide information concerning issuance of tickets/tokens to a specific individual. The use of such information could be for tracer action and to preclude unauthorized reimbursement.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Information will be retrieved by name or social security number (SSN), through use of conventional indices.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Destroy after 3 years.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Logistics, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information can be obtained from the Transportation Officer responsible for the records.

RECORD ACCESS PROCEDURES:

Direct requests to SYSMANAGER; address is provided in the DOD Directory in the Appendix to the DA system notices.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determination are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Information is obtained from individuals issued tickets/tokens for official travel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1205.27aDALO

SYSTEM NAME:

1205.27a Bus Pass File

SYSTEM LOCATION:

Army transportation offices worldwide involved in movement of passengers by military or commericial contract bus.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel using bus transportation.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents relating to the issuance of permanent and temporary passes to individuals for use of military and commercial contract bus.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purpose of records is to retain evidence that an individual was issued a bus pass and would allow transportation officer to be able to identify quantity of bus passes issued and remaining outstanding. Users would be all personnel in the transportation office tasked to provide information concerning valid bus passes. The use of such information could be for tracer action and/or to verify individuals who possess valid bus passes.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Information will be retrieved by name and/or Social Security Number (SSN), through use of conventional indices.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Destroy on turn-in or replacement of pass.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Logistics, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information can be obtained from the Transportation Officer responsible for the records.

RECORD ACCESS PROCEDURES:

Direct requests to SYSMANAGER; address is provided in the Department of Defense Directory in the appendix to the Department of the Army system notices.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Information is obtained from individuals using military or commercial contract bus transportation.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1205.30aDAAG

SYSTEM NAME:

Individual Travel Files

SYSTEM LOCATION:

Travel offices at installations, major commands, and Army Staff Agencies. Addresses are listed in the Appendix to the Army's Inventory of System Notices (44 FR 73702), December 17, 1979.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army military (active and reserve) and civilian personnel, US Government personnel assigned to Army and other military installations, their dependents and bona fide members of individual's household, and US personnel traveling under Army sponsorship, including contractors.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents pertaining to travel of persons on official Government business, and/or their dependents, including but not limited to travel assignment orders, authorized leave enroute, availability of quarters and/or shipment of household goods and personal effects, application for passport/visas, the passport on completion of authorized travel, security clearance and relevant messages and correspondence. Records may also include clearances for official travel to or within certain foreign countries which may require military theater/area and/or Department of State authorization pursuant to DOD Directive 5000.7, AR 1-40, or other established military requirement applying in oversea commands for personal unofficial travel in certain foreign countries.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 704 and 3012; Status of Forces Agreement or other similar international agreements binding on military forces.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

By the Department of the Army to process official travel requests (and personal travel to restricted areas if in oversea commands) for military and civilian personnel; to determine eligibility of individual's dependents to travel; to obtain necessary clearances where foreign travel is involved, including assisting individual in applying for passports and visas and counseling where proposed travel involves visiting/transiting communist countries. Information may be disclosed to attache' or law enforcement authorities of foreign countries; to US Department of Justice or Department of Defense legal/intelligence/investigative agencies for security, investigative, intelligence, and/or counterintelligence operations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Alphabetically by surname of individual.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized persons who are properly screened, cleared, and trained. Buildings in which records are housed are either located on controlled access post or otherwise secured when offices are closed.

RETENTION AND DISPOSAL:

Records are retained for 2 years after which they are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the Administrative or Personal Services Office of the installation/major command at which travel request/clearance was initiated.

RECORD ACCESS PROCEDURES:

Individuals may submit written requests for information in this system to the appropriate decentralized record custodian, furnishing full name, grade/rank, signature, and details of travel authorization/clearance documents being accessed. Custodian of records may require notarized statement of identity.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual requesting travel authorization/clearance and from existing records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1207.08aDAPE

SYSTEM NAME:

1207.08 Operator's Examination and Qualification Record Files.

SYSTEM LOCATION:

Decentralized: Unit level files or installation Personnel Divisions. Filed in the individual's 201 file.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Each individual examined for an Army motor vehicle/equipment operator's permit.

CATEGORIES OF RECORDS IN THE SYSTEM:

Information concerning who, what, when, where, and how individuals became qualified to operate Army vehicles/equipment and an historical record of their vehicle/equipment operating activities.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Public Law 91-596, Section 19, Occupational Safety and Health Act of 1970, and Section 2, Executive Order 11807, Occupational Safety and Health Program for Federal Employees.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used for reviewing individual's qualifications as related to motor vehicle/ equipment operations and for scheduling of individuals in training courses as an ongoing program to expand operator capabilities.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Buildings are kept locked, and records are maintained in areas accessible only to authorized personnel that are properly screened and trained.

RETENTION AND DISPOSAL:

Operator qualification record: Permanent. Transferred with Military Personnel Records Jacket or Civilian Personnel Folder, as applicable.

Tests and examinations: Destroyed after recording on applicable qualification records.

SYSTEM MANAGER(S) AND ADDRESS:

Army Director of Safety, Headquarters, Department of the Army, Office of the Deputy Chief of Staff for Personnel, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Headquarters, Department of the Army
(DAPE-HRS)
Room 1E-686
The Pentagon
Washington, DC 20310
Telephone: Area Code 202/697-6180

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Headquarters, Department of the Army (DAPE-HRS), Washington, DC 20310.

Written requests for information should include name, social security number, and duty element of the individual at the time the system file was initiated.

Personal visits should be limited to the personnel office at the last duty assignment whenever possible and the individual should be able to provide some acceptable identification: i.e., driver's license or employing office identification card at the time of the visit.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Army's testing organizations, provost marshal offices at Army installations, and Army motor vehicle driver examiners through written correspondence.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1207.08bUSAREUR

SYSTEM NAME:

1207.08 Government Equipment Operator Permit Files

SYSTEM LOCATION:

Driver Testing Stations and Transportation Motor Pools (TMP), US Army Europe (USAREUR) installations. Official mailing addresses are in the Department of Defense (DOD) Directory in the Appendix to the Department of the Army (DA) system notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Each individual examined for an Army Motor Vehicle/Equipment Operator's permit, Standard Form (SF) 46.

CATEGORIES OF RECORDS IN THE SYSTEM:

File records contain name, rank, social security number (SSN), unit, operator's permit number, record of examination and training.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012, Secretary of the Army, powers and duties, delegation by.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of the record is to establish the permissibility of an individual for operating various Government equipment. Records issuance of SF 46. Used to issue duplicate permits in event of loss or destruction.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Building is protected from unauthorized entry by security guard and the records are maintained in areas accessible only by authorized personnel.

RETENTION AND DISPOSAL:

Records are destroyed 3 years from date of issue.

SYSTEM MANAGER(S) AND ADDRESS:

Officer or Noncommissioned Officer in Charge (OIC or NCOIC) of Driver Testing Station or TMP where individual was tested or where Operator's Permit (SF 46) was issued. Official mailing addresses are in the DOD Directory in Appendix to the DA system notices.

NOTIFICATION PROCEDURE:

Written request should be addressed to appropriate SYSMANAGER including name or operator permit number.

RECORD ACCESS PROCEDURES:

Written request should be addressed to the appropriate SYSMANAGER including name or operator permit number.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determination are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Written examination, physical aptitude test, driver's performance test, remedial driver training course, defensive driving course.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1301.07aAMC

SYSTEM NAME:

1301.07 Alphabetical Listing of Scientists

SYSTEM LOCATION:

Proposals Branch, Information Processing Office, United States Army Research Office (USARO), Research Triangle Park, NC 27709.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any scientist that has submitted a formal, unsolicited basic research proposal in the fields of mathematics and the physical sciences, engineering, life and geosciences.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's name, title of proposed research, parent organization and proposal number as assigned by the proposals branch.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Proposals Branch: To determine if a scientist has previously submitted a formal proposal and the action(s) taken on that proposal.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in metal Revo File.

RETRIEVABILITY:

Filed alphabetically by last name of scientist.

SAFEGUARDS:

Records are maintained in area accessible only to authorized personnel that have proper need.

RETENTION AND DISPOSAL:

Records are retained in active file until no longer needed to facilitate work. Held 1 additional year in inactive file and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Records Management Officer, USARO, Research Triangle Park, NC 27709.

NOTIFICATION PROCEDURE:

Information may be obtained from:
USARO (AMXRO-AO)
Box 12211
Research Triangle Park, NC 27709
Telephone: Area Code 919-549-0641

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, USARO, ATTN: AMXRO-AO, Box 12211, Research Triangle Park, NC 27709.

Written requests for information should contain the full name of the individual, current address and telephone number, and the proposal number that appears with the office symbol on all correspondence received from this office. Visits are limited to the Adjutant's Office (AMXRO-AO), USARO, Research Triangle Park, NC 27709.

For personal visits, the individual should be able to provide some acceptable identification, i.e., driver's license, employing office's identification card, and give some verbal information that could be verified from his file.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Correspondence received from individual scientists.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1301.07bAMC

SYSTEM NAME:

1301.07b Food Taste Test Panel Reference Files

SYSTEM LOCATION:

Primary System: Food Acceptance Group, Food Science Laboratory, United States (US) Army Natick Development Center, AMXNM-YBF, Natick, MA 01760.

Decentralized Segment: Data Analysis Office, US Army Natick Development Center, AMXNM-D, Natick, MA 01760.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian and military personnel who volunteer to participate in sensory taste tests of food items.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains questionnaire and locator record that are completed by civilian and military personnel who volunteer to participate on a food sensory test panel. Information collected includes name, date, organization, business telephone number, sex, age, marital status, rank or grade, present or prior military service, highest educational level attained, section of country lived in the longest, willingness to test irradiated foods, food aversion data, food preference data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012, Secretary of the Army: Powers and duties, delegated by.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Food Acceptance Group: Selection of Panel Members to participate in individual food sensory tests by the SYSMANAGER. Personal information on panel members is used when a particular food sensory test requires selection of panel members having specified characteristics.

Data Analysis Office: To provide automatic data processing services as requested by Head, Food Acceptance Group, Food Science Laboratory.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer paper printouts, cards, magnetic tapes and paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name or unique number assigned to each volunteer.

SAFEGUARDS:

Buildings employ security guards. Records are stored in metal file cabinets which are locked when not under the control of authorized personnel.

RETENTION AND DISPOSAL:

Records are destroyed when individual volunteer leaves or ceases to participate in program.

SYSTEM MANAGER(S) AND ADDRESS:

Head, Food Acceptance Group, US Army Natick Development Center, AMXNM-YBF, Natick, MA 01760.

NOTIFICATION PROCEDURE:

Information may be obtained from SYSMANAGER, Telephone: Area Code 617/653-1000, X 2720.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, US Army Natick Development Center, ATTN: AMXNM-YBF, Natick, MA 01760.

Written requests for information should contain the full name of the individual, current address and telephone number. Visits are limited to the Food Acceptance Group, Food Sciences Laboratory (AMXNM-YBF), US Army Natick Development Center, Natick, MA 01760.

For personal visits, the individual should be able to provide some acceptable identification, i.e., driver's license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Subject individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1301.07cAMC

SYSTEM NAME:

1301.07c Visiting Scientist Research Associates Reference Files

SYSTEM LOCATION:

Deputy Technical Director/Food Service Systems Program, Office of the Technical Director, United States (US) Army Natick Development Center, AMXNM-ZTF, Natick, MA 01760.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Scientific investigators proposed to the US Army Natick Development Center (NDC), by the National Research Council (NRC), National Academy of Sciences, under a contract for research services in special scientific areas of interest to the NDC.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name of each investigator proposed to the NDC, a resume of the investigator's qualifications, a copy of his research proposal, a copy of NRC letter to the investigator appointing him to the NDC, copies of travel requests and vouchers which the investigator submits to the NRC, copies of quarterly and final reports which are submitted by the investigator to the NRC, and a technical evaluation of completed assignment by the investigator's NDC Advisor.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012, Secretary of the Army: Powers and duties; delegated by.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records are maintained for review and approval of investigators and areas of research proposed under the contract and for monitoring performance of assigned investigators under the contract.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of investigator.

SAFEGUARDS:

Buildings employ security guards. Records are stored in metal file cabinets which are locked when not under the control of authorized personnel.

RETENTION AND DISPOSAL:

Records are retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Technical Director/Food Service Systems Program, Office of the Technical Director, US Army Natick Development Center, AMXNM-ZTF, Natick, MA 01760.

NOTIFICATION PROCEDURE:

Information may be obtained from SYSMANAGER, Telephone: Area Code 617/653-1000, X 2361.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commander, US Army Natick Development Center, ATTN: AMXNM-ZTF, Natick, MA 01760.

Written requests for information should contain the full name of the individual, current address and telephone number, date and title of research assignment at NDC. Visits are limited to Deputy Technical Director/Food Service Systems Program, Office of the Technical Director, US Army Natick Development Center, AMXNM-ZTF, Natick, MA 01760.

For personal visits, the individual should be able to provide some acceptable identification, i.e., driver's license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information in records is obtained from the National Research Council, National Academy of Sciences; and from the NDC Advisor in the laboratory/office to which the investigator was assigned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1302.15aDAJA

SYSTEM NAME:

1302.15 Unsolicited Proposal Files

SYSTEM LOCATION:

Decentralized System: Commander, United States (US) Army Materiel Command, ATTN: AMCRD-A, 5001 Eisenhower Avenue, Alexandria, VA 22333; Commander, Ballistic Missile Systems Command, ATTN: BMDSC-C, P.O.Box 1500, Huntsville, AL 35807; Headquarters, Department of the Army (HQDA), (DAEN-GCP), Forrestal Building, Washington, DC 20314.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons submitting unsolicited inventive proposals to Army agencies.

CATEGORIES OF RECORDS IN THE SYSTEM:

Inventive proposals (other than those arising under contract, from performance of official duty, or in response to a solicitation by the Army) which have been individually submitted to an Army agency for evaluation, together with resultant evaluation reports and correspondence. Proposals are limited to those involving processes, machines, manufactures, compositions of matter, and improvements thereof which are or may be patentable.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Inventive proposals are evaluated by technical personnel of the Army and other Governmental agencies to determine whether the proposal is technically feasible, meets military requirements, and should be accepted. Files are retained by the agency as a record of the proposal and of action taken thereon. Later proposals and claims for patent infringement may be cross checked with the records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Name of the person submitting the proposal.

SAFEGUARDS:

Various Federal buildings employ security guards. Records are maintained in file cabinets accessible only by authorized personnel who are properly instructed in the permissible use of the information.

RETENTION AND DISPOSAL:

Records are held by the agency which evaluated the proposal and destroyed after 6 years.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Patents Division, Office of the Judge Advocate General, Department of the Army, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from Army organization to which the proposal was submitted or the SYSMANAGER.

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received, and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified from his proposal.

RECORD ACCESS PROCEDURES:

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received, and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified from his proposal.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

The proposal submitted and agencies evaluating the proposal.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1304.08aDASG

SYSTEM NAME:

1304.08 Immunity Booster Files

SYSTEM LOCATION:

United States (US) Army Medical Research Institute of Infectious Diseases (USAMRIID), Ft Detrick, Frederick, MD 21701.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian employees of Ft Detrick engaged in research who have been immunized with a biological product or who fall under the Occupational Health and Safety Act or Radio- logic Safety Program.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name of biological agents, name, social security number (SSN), age, race, date of birth (DOB), occupation, titers, immunization schedule, known allergies, amount of dosage, reaction to immunization, radiologic agents, exposure level, health screening test results, health test schedule.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301; 1943 Executive Order 9397.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used for two primary purposes: To create a large data base of immunological data for research purposes, and to manage the scheduling of all the health screening tests, immunizations, physicals, and other special procedures required by USAMRIID's biosurveillance program, radiologic safety program, and occupational health and safety program.

Scheduling documents are handled by ward clerks and the immuni- zation nurse. Access to immunological data is given to the immunization nurse, the ward physician, and other interested professional investigators.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Files are maintained on random access disk files, card files and bucked up on magnetic tape. Computer paper printouts are also required by the system users.

RETRIEVABILITY:

For research purposes, the data are usually retrieved and analyzed with respect to relative times, vaccine lots, titers, demographic values, etc. The data are seldom retrieved by name of individual or SSN.

The schedule data are retrieved by name, by test to be taken, and by month of scheduled examinations.

SAFEGUARDS:

Files are maintained in a controlled area in the computer center at Walter Reed Army Institute of Research.

Files at USAMRIID are maintained in a building which is locked at night with periodic patrols by security personnel. Access during duty hours is by authorized personnel only.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Medical Research Institute of Infectious Diseases, Ft Detrick, Frederick, MD 21701.

NOTIFICATION PROCEDURE:

Information may be obtained from the above SYSMANAGER.

RECORD ACCESS PROCEDURES:

Requests from individuals will be addressed to the above SYSMANAGER and should indicate type of information desired.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Local form completed by physician or nurse and an interview with the individual. Laboratory results, immunization results, and other relevant test results and dates are provided by the immunization nurse.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1304.21aDASG

SYSTEM NAME:

1304.21 Sandfly Fever Files

SYSTEM LOCATION:

United States (US) Army Medical Research Institute of Infectious Diseases (USAMRIID), Ft Detrick, Frederick, MD 21701.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All human volunteers who participated in the Sandfly fever studies at USAMRIID.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records contain data on name, body temperature, pulse, blood pressure, respirations, urinalysis results, blood serology results.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is not actively being used for any current research efforts but is being stored for possible future study. Data were collected and analyzed during a previous Sandfly fever study.

Access to the data is limited to interested professional investigative personnel.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained on punched computer cards. Computer printouts from previous analysis are also being stored.

RETRIEVABILITY:

The records are retrievable by name and are usually analyzed by parameter, pre- or postinfection day and experimentals versus controls.

SAFEGUARDS:

Files are maintained in a building which is locked at night with periodic patrols by security personnel. Access during duty hours is restricted to authorized personnel only.

RETENTION AND DISPOSAL:

Records will be maintained until they have no further research value.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Medical Research Institute of Infectious Diseases, Ft Detrick, Frederick, MD 21701.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Requests from individuals will be addressed to the SYSMANAGER and should indicate type of information desired.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Quantitative data obtained from investigative staff, and clinical laboratory reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1306.01DAPE

SYSTEM NAME:

1306.01 Behavioral and Social Sciences Research Project Files

SYSTEM LOCATION:

Army Research Institute (ARI) for the Behavioral and Social Sciences, ATTN: PERI-ZA, Room 6E22, 5001 Eisenhower Avenue, Alexandria, VA 22333.

Decentralized locations: ARI Field Units located at: Ft Sill, OK 73503; Ft Benjamin Harrison, IN 46216; HQ USAREUR, c/o ODCSPER, APO NY 09403; Ft Benning, GA 31905; Ft Bliss, TX 79916; Ft Hood, TX 76544; Ft Knox, KY 40121; Ft Leavenworth, KS 66027; Presidio of Monterey, CA 93940; Ft Rucker, AL 36360; and/or Scientific Coordination Offices located at: US Army R&S Group (Europe), APO NY 09510; Ft Monroe, VA 23651; and Ft McPherson, GA 30330.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All officer, warrant officer, and enlisted military personnel, including Army Reserves and National Guard.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records include questionnaire type data relating to service member's preservice education, work experience and social environment/culture, learning ability, physical performance, combat readiness, discipline, motivation, attitude about Army life, and measures of individual and organizational adjustments. May also include test results from Armed Services Vocational Aptitude Battery and Skill Qualification Tests.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 4503.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information in this system is used by the Army Research Institute for the Behavioral and Social Sciences to research human factors inherent in the recruitment, selection, classification, assignment, evaluation, and training of military personnel. Information derived from individually identifiable records is used also to enhance readiness effectiveness of the Army in that it provides a basis for developing personnel management methods, training devices, and testing of weapons methods and systems aimed at improved group performance. No decisions affecting an indivudal's rights or benefits are made using these research records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, punch cards, and magnetic tape.

RETRIEVABILITY:

By name and/or social security number.

SAFEGUARDS:

Buildings employ security guards. Access to records is limited to authorized personnel having an official need-to-know. Automated segments are protected by controlled system procedures and code numbers governing access.

RETENTION AND DISPOSAL:

Records are retained at the appropriate research office identified under 'System location' until completion of final report, after which they are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, Washington, DC 20310..

NOTIFICATION PROCEDURE:

Individuals wishing to inquire if this system contains information about them should contact the SYSMANAGER indicated above.

RECORD ACCESS PROCEDURES:

Written requests from individuals should be addressed to Commander, Army Research Institute for Behavioral and Social Sciences if testing has been concluded; otherwise to appropriate field unit or Scientific Coordination Office. Individuals must furnish the following information: full name, social security number, current address, and subject area and year of testing.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, his/her peers, or in the case of ratings and evaluations, from supervisors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1401.07aAMC

SYSTEM NAME:

1401.07 Resumes for Non-Government Technical Personnel

SYSTEM LOCATION:

Primary System: Battelle Columbus Laboratories, Durham Operations (BCL-D), Suite 4A, 3333 Chapel Hill Boulevard, Durham, NC 27707.

Decentralized Segments: Battelle Columbus Laboratories (BCL), 505 King Avenue, Columbus, OH 43201.

Procurement Office, United States Army Research Office (USARO), P.O. Box 12211, Research Triangle Park, NC 27709.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

File contains solicited and unsolicited resumes of candidates for providing scientific services to Federal agencies in the fields of mathematics and the physical, engineering, life and geosciences.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's name, personal history resume, affiliations, area of expertise, social security number, record of remuneration for services provided and performance evaluations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

BCL-D: To determine the best qualified technical personnel to provide scientific services to Federal agencies.

BCL: Provides for BCL-D quick search computer services on resume information.

Procurement Office, USARO: For evaluation of individual scientific service cost proposals.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in metal containers and automatic data processing (ADP) random access.

RETRIEVABILITY:

Filed alphabetically by last name of candidate and ADP by keyword.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel that are properly trained and that have proper need.

RETENTION AND DISPOSAL:

Records are temporary. They are retained in active file for life of the contract to facilitate work. They are destroyed when no longer required.

SYSTEM MANAGER(S) AND ADDRESS:

Robert S. Carbonara, SSP Program Manager, BCL-D, Durham, NC.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Battelle Columbus Laboratories,
Durham Operations
Suite 4A
3333 Chapel Hill Boulevard
Durham, NC 27707
Telephone: Area Code 919/489-2366

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Battelle Columbus Laboratories, Durham Operations, Suite 4A, 3333 Chapel Hill Boulevard, Durham, NC 27707.

Written requests for information should contain the purpose of the request, full name of the individual, current address, telephone number, position title, and current employer. Visits are limited to BCL-D.

For personal visits, the individual should be able to provide some acceptable identification; i.e., driver's license, employing officer's identification card, and give some verbal information that can be verified.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting the contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Correspondence received from candidates.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1401.07bDAAG

SYSTEM NAME:

Library Borrowers' Users' Profile Files

SYSTEM LOCATION:

Libraries on Army installations activities. Addresses are contained in the appendix to the Army's inventory of system notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Authorized users of Army library facilities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, address, SSN, and telephone number of the user.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

By the Army to identify individuals authorized to borrow library materials; to insure that all library property is returned and individual's account is cleared, and to provide librarian useful information for selecting, ordering, and meeting user requirements.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Card files, magnetic tapes, computer printouts.

RETRIEVABILITY:

By user's surname, SSN, and/or residence.

SAFEGUARDS:

Information is maintained in areas accessible only to authorized persons who have official need therefor. Libraries are secured during non-duty hours.

RETENTION AND DISPOSAL:

Records are destroyed when no longer needed to obtain and/or control library materials.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army (DAAG-LM), 2461 Eisenhower Avenue, Alexandria, VA 22331.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether this system contains information on them should inquire of the specific library that provided services furnishing their name, period in which a user and any other information that would assist in locating applicable records.

RECORD ACCESS PROCEDURES:

Individuals seeking access should follow the guidance in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1402.18DAJA

SYSTEM NAME:

1402.18 Procurement Misconduct Files (Fraud Cases)

SYSTEM LOCATION:

Litigation Division, Office of The Judge Advocate General, Department of the Army, Room 2D435, The Pentagon, Washington, DC 20310.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals or legal entities investigated for alleged procurement misconduct, such as fraudulent activities in securing or performing a Government contract.

CATEGORIES OF RECORDS IN THE SYSTEM:

Criminal and administrative investigations of fraudulent or other criminal conduct in connection with Government procurement activities and the Joint Consolidated List of Debarred, Ineligible, and Suspended Contractors.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The collected information is used to determine whether criminal or civil proceeding should be initiated against the contractor with the Government or Government procurement officials for criminal conduct in connection with procurement activities and to maintain and distribute a list of contractors determined to be ineligible to participate in Government procurement activities. The routine users include, in addition to the Litigation Division, Office of the Judge Advocate General of the Army, the Department of Justice, United States (US) Attorneys, and the addressees for the Joint Consolidated List of Debarred, Ineligible, and Suspended Contractors which are: Chief of Naval Material, Department of Navy; Director of Procurement Policy, DCS/S&L, Department of Air Force; Director, Defense Supply Agency; Director, Defense Communications Agency; Director, Defense Nuclear Agency; Headquarters, Department of the Army (HQDA) (DAEN-GCZ-A); HQDA (DASG-HCL); HQDA (NGB-JA); HQDA (DAMA-PPZ-A) Commander in Chief, US Army Europe and Seventh Army; Commander, US Army Forces Command, Ft McPherson, Georgia; US Army Health Service Command ATTN: HSC-LO-P; US Army Materiel Command; US Army Training and Doctrine Command; Military District of Washington, US Army; US Army Communications Command; US Army Security Agency; US Army, Alaska; US Army Theater Support Command, Europe; US Army Support Command, Hawaii; US Army Support Command, Japan.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

Various Federal buildings employ security guards. Records are maintained in file cabinets accessible only by authorized personnel who are properly instructed in the permissible use of the information.

RETENTION AND DISPOSAL:

Destroy 15 years after final action on the case.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Litigation Division, Office of The Judge Advocate General, Department of the Army, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Staff Judge Advocate Office.

RECORD ACCESS PROCEDURES:

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to the Litigation Division, Office of The Judge Advocate General, Department of the Army, Room 2D435, The Pentagon, Washington, DC 20310.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Department of the Army Staff elements, Staff Judge Advocate Offices, as listed in the DOD organizational directory, Records Center St. Louis, Military Personnel Center, Posts, Camps, and Stations, Department of the Army (DA) Field operating agencies, Civil Service Commission, Department of Justice, US Attorneys, opposing counsel, Armed Forces Institute of Pathology.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1402.20aUSAREUR

SYSTEM NAME:

1402.20 Procurement Management Information System Europe

SYSTEM LOCATION:

Primary System: Headquarters, United States (US) Army Procurement Agency, Europe (USAPAE), Box 49, APO NY 09710.

Decentralized Segments: Maintained by subordinate purchasing offices in Germany. Official mailing addresses are derivable from the Department of Defense Directory in the Appendix to the Department of the Army system notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person associated with a firm that desires to do business with the US

Government through the US Army Procurement Agency, Europe.

CATEGORIES OF RECORDS IN THE SYSTEM:

Standard Form 129, Bidder's Mailing List Application, contains applicant's name and address; type of organization; how long in present business; name of business officers, owners, partners, affiliates of applicant; persons authorized to sign bids, offers, and contracts in applicant's name; equipment, supplies, materials, and/or services on which applicant desires to bid; type of business; size of business; business floor space; business net worth; security clearance of key personnel and/or plant.

Dun & Bradstreet business rating, name of firm owner, name and address of firm, date firm started in business, payments, annual sales, number of employees, firm history, firm finances, firm operation description, firm bankers, promptness of firm payments.

Department of Defense (DOD) Form 1057, Monthly Procurement Summary of Actions Under

10,000 by Purchasing Office, contains number and dollar value of all procurement actions; number and dollar value of negotiated actions; number and dollar value of research, development, test and evaluation actions; number and dollar value of competition in negotiated actions; number and dollar value of imprest fund actions.

Army, Europe (AE) Form 1014a, US Army, Europe (USAREUR) Dollar-Deutsche Mark Procurement Report, contains name and location of purchasing office, activity address number, monthly reporting period, number and dollar value of obligations by budget program, country where procured, dollar value of obligation of operation and maintenance, Army (OMA) and Deutsche Mark (DM) Funds.

AE Form 1014b, Analysis of USAREUR Offshore Procurement, contains, by category, monthly dollar value of services and/or supplies, FY cumulative dollar value of supplies and services.

AE Form 1014c, Breakout of Total Procurement Workload, contains name and address of purchasing office, activity address number, monthly reporting period, purchase request workload, procurement administrative lead time (PALT).

AE Form 1014d, Breakout by Purchase Method, contains name and address of purchasing office, activity address number, reporting period, number of actions accomplished in purchasing offices and number of actions accomplished by ordering officers by type of action, number of contracts awarded and number of modifications executed by category dollar value.

AE Form 1014e, Contract Execution and Administration, contains name and location of purchasing office, activity address number, monthly reporting period, contract execution by number, contract administration by number, competitive procurement by dollar value, delinquent contracts by number, contract terminations by number.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012, Secretary of the Army, powers and duties, delegation by.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purpose is to provide increased accessibility to a greater number of qualified supply sources, thereby reducing costs to the US Government through increased competition. Contracting officers and purchasing agents use information to determine sources for supplies and services required by the US Government.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, punched cards, computer magnetic tapes, computer magnetic disks, computer paper printouts.

RETRIEVABILITY:

Paper records accessed manually and retrieved by name of bidder, type of supply or service sold. Punched cards accessed manually and by computer, and retrieved by computer index codes. Computer magnetic tapes and computer magnetic disks accessed by computer and information retrieved by computer index codes. Computer paper printouts accessed manually by name of firm or individual and address, and type of supply or service sold.

SAFEGUARDS:

Access is limited to contracting officers and purchasing agents. Buildings containing records are secured during nonworking hours. Records are filed in file containers.

RETENTION AND DISPOSAL:

No response to two consecutive solicitations to offer results in removal and disposal of all relevant records. Paper records, punched cards and computer printouts are disposed of as Automatic data processing (ADP) salvage waste; computer tapes and computer disks are magnetically erased.

SYSTEM MANAGER(S) AND ADDRESS:

USAREUR Deputy Chief of Staff, Logistics, ATTN: AEAGD-S, APO NY 09403.

NOTIFICATION PROCEDURE:

Information may be obtained from: USAREUR Deputy Chief of Staff, Logistics, ATTN: AEAGD-S-PD, APO NY 09403.

Request for information must contain full name of individual, name and address of individual's business.

RECORD ACCESS PROCEDURES:

With assistance of SYSMANAGER. Requests will be referred to the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

Information is received from persons associated with business organizations expecting to do business with the US Government through US Army Procurement Agency Europe or its subordinate, area field offices.

Information is received from Dun & Bradstreet Company records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1403.30aDAAG

SYSTEM NAME:

1403.30 Commercial Entertainment Transaction Records

SYSTEM LOCATION:

Installation and area clubs; other membership associations, nonappropriated fund (NAF) activities and instrumentalities; Armed Forces recreation centers throughout the Army; United States Army Europe and Korea commercial/entertainment offices; and the Club and Community Activities Management Directorate, The Adjutant General Center, Headquarters, Department of the Army. Addresses are listed in the Directory of the Department of the Army Offices, Commands, and Installations appearing in the Annual Compilation of System Notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual performers, members of entertainment groups or their agents who may be members of the United

States (US) Forces and/or their dependents, civilian components of US Forces and/or their dependents, and other US citizens or foreign nationals.

CATEGORIES OF RECORDS IN THE SYSTEM:

File may contain name of individual or group, social security number (SSN), type of entertainment, passport number, nationality, location of performances, agent code, performance/band information, fees charged, payment records, individual contract number, performance date, and the code of the NAF activity.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To register individual/group entertainers appearing at NAF activities or instrumentalities, clubs, associations or recreation centers; to issue pay and supporting documents incident to contract for such entertainers; to account for monies of open messes and clubs for entertainment purposes. Used for Internal Revenue Service for income tax purposes.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; punch cards, magnetic tapes and disks, and computer printouts.

RETRIEVABILITY:

By SSN, agent code or band code.

SAFEGUARDS:

Buildings employ security guards. Paper files, computer cards, and printouts are stored in areas accessible only to authorized personnel; offices and buildings are locked during non-duty hours. Access to computer is limited to individuals who are properly cleared and trained in accordance with Army regulations.

RETENTION AND DISPOSAL:

Records are maintained in current files for 3 years, then transferred to inactive files for 3 years before being destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

a. Europe: Chief, Program and Budget Division, Office of the Deputy Chief of Staff for Personnel, United States Army Europe and Seventh Army, APO New York 09403.

b. Korea: Commander, Eight United States Army, ATTN: J-1, APO San Francisco 96301.

c. All others: Director, Club and Community Activities Management Directorate, The Adjutant General Center, Headquarters, Department of the Army, Washington, DC 20314.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the SYSMANAGER.

Written requests for information should contain the full name of the individual, agent code (if applicable), SSN and/or passport number, and the time period and performance date involved.

For personal visits, the individual must provide acceptable identification such as military identification, driver's license or passport.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Information is obtained from individual entertainers and agents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1405.01AMC

SYSTEM NAME:

1405.01 Contractor Personnel Files

SYSTEM LOCATION:

Contractor Industrial Relations Office, AMSAR-PPC-IR, United States (US) Army Armament Command (ARMCOM).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Contractor employees at Government-owned contractor operated plants whose total compensation exceeds 15,000 per annum.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain entrance, merit and/or promotional and current salaries, educational and experience background and other compensation paid in area of bonuses.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C., Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Industrial Relation Office: Establishes, maintains and controls reim- bursable monetary limitations on total compensation paid to contractor employees working under cost type contracts with the government.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in filing cabinets and filing card boxes in alphabetical order by plant.

RETRIEVABILITY:

Filed in alphabetical order by plant and last name of employee.

SAFEGUARDS:

Buildings are periodically checked by guards. Records are maintained in locked filing cabinets.

RETENTION AND DISPOSAL:

Records are permanent. They are maintained in active file until employee is terminated at which time they are sent to records holding area at Rock Island Arsenal.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Procurement and Production, Headquarters (HQ) US Army Armament Command, Rock Island, IL 61201.

NOTIFICATION PROCEDURE:

Information may be obtained from:
ARMCOM, AMSAR-PPC-IR
Building 350
Rock Island, IL 61201
Telephone: Area Code 309-794-6134

RECORD ACCESS PROCEDURES:

Request for information should be addressed: US Army Armament Command, AMSAR-PPC-IR, Bldg. 350, Rock Island, IL 61201.

Written request for information should contain full name of the individual and plant where employee last worked.

For personal visits, the individual should be able to provide some acceptable identification, i.e., driver's license, work badge and provide basis for requiring such data.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from ARMCOM, AMSAR, P&P Director, Rock Island, IL 61201.

RECORD SOURCE CATEGORIES:

Various Government-owned contractor-operated installations throughout the US.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1416.05DALO

SYSTEM NAME:

1416.05 Property Officer Designation Files

SYSTEM LOCATION:

Maintained at each headquarters with orders issuing authority.

Official mailing addresses are in the Department of Defense Directory in the Appendix to the Component's System Notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Those individuals with formal responsibility for United States [US] Government property.

In all instances the individual concerned is provided a copy of the designation orders.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains copies of orders appointing or relieving individuals as property officers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

File is maintained to verify an individual's authority to assume responsibility for US Government property.

Utilized by other designated property officers when transferring property;

Used to verify that an individual is a designated property officer.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of appointee at headquarters;

Filed by headquarters and orders number at Department of the Army, the Adjutant General.

SAFEGUARDS:

Records are maintained in locked cabinets accessible only to limited authorized personnel.

RETENTION AND DISPOSAL:

File is maintained during an individual's incumbency and destroyed by burning or shredding 2 years after termination of appointment.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Logistics, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from commanding officers of orders issuing headquarters.

Written requests for information must contain the full name of the individual, social security number, current address and telephone number, orders number and date.

For personal visits, individuals may contact designated representative of commanding officers of orders issuing headquarters.

RECORD ACCESS PROCEDURES:

Individual may review his/her record by visiting designated representatives of or writing to commanding officers of orders issuing headquarters.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Written communications of various types, and/or verbal orders of commanding officers, designating individuals as property officers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1416.16DALO

SYSTEM NAME:

Hand Receipt Files

SYSTEM LOCATION:

Property book offices and supply rooms at most Army activities throughout the world. Addresses for Department of the Army activities are available following the annual compilation of Army system notices published in the Federal Register.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual, citizen or non-citizen, military or civilian, who assumes temporary custody or responsibility for United States [US] Government or other property.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains receipts reflecting acceptance of responsibility for items of property listed thereon. Included are individual receipts and listings.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

File is maintained as a record of property in use or in custody of individuals.

Utilized by accountable officers as an audit trail for property responsibility.

Used in investigations to determine responsibility for lost, damaged, or stolen property.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape, disc and paper records in file folders.

RETRIEVASILITY:

Filed alphabetically by last name of individual, SSN, menue number, line number, and size.

SAFEGUARDS:

Records are maintained in locked cabinets or locked areas accessible only to limited authorized personnel. Computer magnetic tape and disc files used solely within data processing system and protected by the installations security measures and safeguards.

RETENTION AND DISPOSAL:

File is maintained only while property is in use by or in the custody of an individual.

File is destroyed on turn-in or other complete accounting for the property, or when superseded by a new receipt or listing. Computerized listings are purged from the system upon turn-in of property.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Logistics, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from activities issuing hand receipts.

Written requests for information must contain the full name of the individual, social security number for a citizen, other identifying number for a non-

citizen, and current address and phone number.

For personal visits, individuals may contact designated representatives of activities issuing hand receipts.

RECORD ACCESS PROCEDURES:

Individual may review his/her record by visiting designated representatives of or writing to the activity issuing hand receipts.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Hand receipt, either on printed form or on plain paper, signed by the individual accepting responsibility for US Government or other property.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1416.20DALO

SYSTEM NAME:

1416.20 Personal Property Accounting Files

SYSTEM LOCATION:

Maintained in orderly rooms of troop units.

Official mailing addresses are in the Department of Defense Directory in the Appendix to the Component's System Notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military individuals absent without leave or absent sick in medical facilities.

A copy of the document, with attachments, is provided to the individual concerned.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains documents reflecting items of personal property of individuals absent without leave or absent sick in medical facilities. Included are inventory of personal property and similar forms, and related papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

File is maintained to ascertain and identify property left behind by an absent individual.

Utilized by troop commanders to protect the interests of absent personnel, and to assist in preventing loss, damage, or theft of the individual's property.

Used as a basis for claim against the United States (US) Government by individuals for property lost, damaged, or stolen.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual owning the property.

SAFEGUARDS:

Records are maintained in locked cabinets accessible only to limited authorized personnel.

RETENTION AND DISPOSAL:

File is maintained during an individual's absence and destroyed by burning or shredding 2 years after return of the individual concerned.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Logistics, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from troop commanders.

Written requests for information must contain the full name of the individual, social security number, current address and telephone number, and dates and circumstances of the absence.

For personal visits, individuals may contact designated representatives of troop commanders.

RECORD ACCESS PROCEDURES:

Individual may review his/her record by visiting designated representatives of or writing to troop commanders holding the records.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Inventories and other documents prepared by designated individuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1416.34DALO

SYSTEM NAME:

1416.34 Personal Clothing Record Files

SYSTEM LOCATION:

Maintained by Active Army training activities, National Guard Armories, and United States (US) Army Reserve Units.

Official mailing addresses are in the Department of Defense Directory in the Appendix to the Component's System Notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All assigned personnel with military status.

In all instances the individual concerned is provided a copy of the completed and signed record.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual personal clothing records, Department of the Army (DA) Form 3078.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

File is maintained as a record of military personal clothing in the custody of individuals.

Utilized by troop commanders as an audit trail for property responsibility; to determine unit readiness, and as a basis for requisitioning material short of allowances.

Used in investigations to determine responsibility for lost, damaged, or stolen property.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in individual file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual concerned.

SAFEGUARDS:

Records are maintained in locked cabinets or locked areas accessible only to limited authorized personnel.

RETENTION AND DISPOSAL:

For active Army personnel the record is destroyed by burning or shredding when the individual concerned has completed basic training, has been in the service 6 months, and has fulfilled their final showdown inspection as required by Army Regulation (AR) 710-2.

For National Guard and US Army Reserve personnel the record is transferred with the military personnel

records jacket when the individual concerned has completed basic training.

For all personnel the record is destroyed by burning or shredding when the individual concerned is separated and has no further military status.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Logistics, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from troop commanders holding the records in question.

Written requests for information must contain the full name of the individual, social security number (SSN), and current address and phone number.

For personal visits, individuals may contact designated representatives of troop commanders.

RECORD ACCESS PROCEDURES:

Individual may review his/her record by visiting designated representatives of or writing to troop commanders holding the records.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Department of the Army (DA) Form 3078 is completed at the time clothing is issued and signed by the individual receiving the clothing.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1420.08DARCOM

SYSTEM NAME:

Equipment Operator Permit and Register Files.

SYSTEM LOCATION:

Decentralized to local installation level of the Department of the Army. Official mailing addresses are the Appendix to the Army inventory of System Notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian personnel authorized to operate certain categories of Government equipment (generators, air compressors, gas generators, construction equipment, materials handling equipment, locomotives, guided missile hydraulic elevators, mobile floating assault bridges, fueled heaters and stoves, amphibious crafts, and mine detecting equipment).

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's permit (Standard Form 46) for operating kinds of equipment in preceding paragraph and a register of such individuals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To determine qualifications of individuals and issue authorization for operation of Government equipment described above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are maintained in buildings protected from unauthorized entry by security guards, in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Destroyed 3 years from date of issue or whenever revoked by proper authority, whichever occurs first.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, U.S. Army Material and Readiness Command, ATTN: DRCSF-S, 5001 Eisenhower Ave., Alexandria, VA 22333.

NOTIFICATION PROCEDURE:

Individuals who believe information on them is contained in this system of records should inquire of the Mobility Equipment Examiner at the installation where record is thought to be maintained.

RECORD ACCESS PROCEDURES:

Individuals should submit a written request to the local installation where record was created, providing full name, Social Security Account Number, date and place assigned when permit was issued, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1427.01aDALO

SYSTEM NAME:

1427.01 Laundry and Dry Cleaning Accounting Files

SYSTEM LOCATION:

Maintained at all laundries worldwide; Department of the Army (DA) Forms 3799 maintained also at United States Army Finance and Accounting Center (USAFAC), Ft Benjamin Harrison, IN.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel who are authorized payroll deduction service. Files contain individual's name, social security number (SSN), and unit to which assigned. The first letter of the individual's surname and the last four numbers of his SSN are required for identification at installations still utilizing the old permanent marking system.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain individual's application for laundry and/or dry cleaning start or stop deductions (DA Form 3799), laundry mark, organizational code number, amount deducted from his pay monthly for laundry or dry cleaning service, date, and organization name.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012; also Army Regulation (AR) 210-130, Fabricare Facilities.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To determine patrons who are authorized laundry and dry cleaning service. Roster is utilized to verify receipt and shipment of individual laundry bundles and the amount of money deducted from incumbent's pay. Used to determine the amount of reimbursables for installation accounting purposes.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manually or machine prepared rosters based on input submitted by DA Form 3799. All information is stored on

Reader Aids

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Monday, June 6, 1983

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AGENCY PUBLICATION ON ASSIGNED DAYS OF THE WEEK

The following agencies have agreed to publish all documents on two assigned days of the week (Monday/Thursday or Tuesday/Friday). This is a voluntary program. (See OFR NOTICE 41 FR 32914, August 6, 1976.) Documents normally scheduled for publication on a day that will be a Federal holiday will be published the next work day following the holiday.

Monday	Tuesday	Wednesday	Thursday	Friday
DOT/SECRETARY	USDA/ASCS		DOT/SECRETARY	USDA/ASCS
DOT/COAST GUARD	USDA/FNS		DOT/COAST GUARD	USDA/FNS
DOT/FAA	USDA/REA		DOT/FAA	USDA/REA
DOT/FHWA	USDA/SCS		DOT/FHWA	USDA/SCS
DOT/FRA	MSPB/OPM		DOT/FRA	MSPB/OPM
DOT/MA	LABOR		DOT/MA	LABOR
DOT/NHTSA	HHS/FDA		DOT/NHTSA	HHS/FDA
DOT/RSPA			DOT/RSPA	
DOT/SLSDC			DOT/SLSDC	
DOT/UMTA			DOT/UMTA	

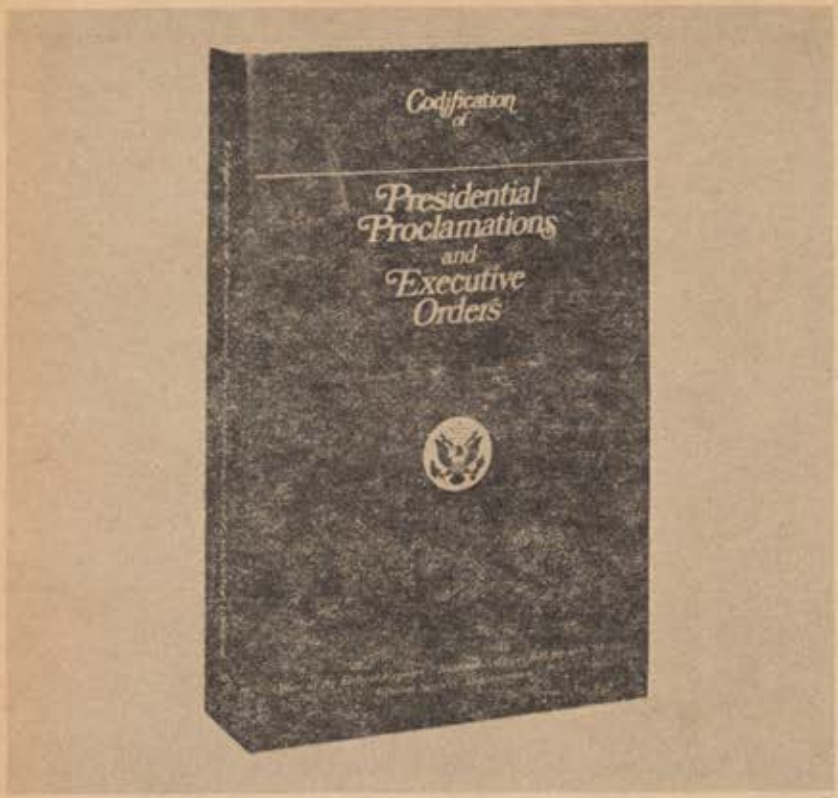
Note: The Office of the Federal Register proposes to terminate the formal program of agency publication on assigned days of the week. See 48 FR 19283, April 28, 1983.

List of Public Laws

Note: No public bills which have become law were received by the Office of the Federal Register for inclusion in today's **List of Public Laws.**

Last Listing June 1, 1983

UPDATED EDITION NOW AVAILABLE



For those of you who must keep informed about Presidential proclamations and Executive orders, there is a convenient reference source that will make researching these documents much easier.

Arranged by subject matter, this edition of the *Codification* contains proclamations and Executive orders that were issued or amended during the period January 20, 1961, through January 20, 1981, and which have a continuing effect on the public. For those documents that have been affected by other proclamations or Executive orders, the codified text presents the amended version. Therefore, a reader can use the *Codification* to determine the latest text of a document without having to "reconstruct" it through extensive research.

Special features include a comprehensive index and a table listing each proclamation and Executive order issued during the 1961–1981 period, along with any amendments, an indication of its current status, and, where applicable, its location in this volume.

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(CONTINUED FROM BOOK 1)

magnetic tape, alphabetically by last name.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

Manual files are maintained in locked areas accessible only to limited authorized personnel.

Machine prepared files are maintained in the Data Processing Activity tape vault, which is a restricted area. Only authorized personnel have access to the data.

RETENTION AND DISPOSAL:

Laundry rosters are retained in active files until the end of the fiscal year, held 1 year in current files area, then forwarded to Records Holding Area for retention for 1 year. Punch cards and DA Forms 3799 are retained indefinitely until laundry or dry cleaning service is cancelled by the individual concerned.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Services Branch, Troop Support Division, Directorate of Transportation and Services, Office, Deputy Chief of Staff for Logistics;(ODCSLOG), The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the Director of Industrial Operations (DIO) at each installation supporting a laundry facility.

RECORD ACCESS PROCEDURES:

Requests for information by individuals should be submitted to the DIO of facility providing laundry service for them.

CONTESTING RECORD PROCEDURES:

The rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

DA Form 3799, Request for Laundry Services, submitted by active duty Army personnel and other authorized personnel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1434.10AMC

SYSTEM NAME:

1434.10 Small Arms Sales Record Files

SYSTEM LOCATION:

Distribution Management Branch, Distribution Division, Materiel Management Directorate, Headquarters (HQ) United States (US) Army Armament Command (ARMCOM), Rock Island, IL 61201, (Correspondence office symbol, AMSAR-MMD-D).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any US citizen who was considered eligible under federal regulations, and purchased a firearm from the US Government for personal use.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name, mailing address and date the individual purchased the firearm, including: weapon caliber, model, type and serial number of firearm purchased.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 4308, Title: Civilian Rifle Range: Establishment; Instruction, authorizes maintenance of the system of records, through implementation of Chapter II (Sales of Ordnance Property to Individuals, Non-Federal Government Agencies, Institutions, and Organizations).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Distribution Management Branch: To maintain record files, in order to respond to individual citizen inquiries as well as Federal, state and local law enforcement investigative agencies as to ownership or serial number identification.

Individual Citizen Inquiries: To obtain/verify serial number(s) of previous purchases of firearms due to loss of same through fire, theft, or act of God. To enable concerned individual to report loss to proper authorities.

Investigative Agency Inquiries: To provide Federal, state and local law enforcement investigative agencies a source for: determination of last known firearm ownership; tracing of recovered or confiscated firearms; and assistance to law enforcement authorities in criminal prosecution or civil court actions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file cabinets.

RETRIEVABILITY:

Bulk of records are filed in serial number sequence by type of weapon with a portion of this system cross-referenced alphabetically by last name of purchaser.

SAFEGUARDS:

Installation security guard force in charge of overall security. Records are maintained in building accessible only by authorized personnel.

RETENTION AND DISPOSAL:

Records are permament. File is maintained by means of Department of the Army (DA) Form 3535 Weapon Sales Record. All other shipping documents, certificates and related papers are retained in active file until end of calendar year, held 1 additional year in inactive file and subsequently destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

HQ, US Army Armament Command, Rock Island, IL 61201.

NOTIFICATION PROCEDURE:

Information may be obtained from:
HQ, US Army Armament Command
(AMSAR-MMD-D)
Rock Island Arsenal
Rock Is1and, IL 6120l
Telephone: Area Code 309/794-6568

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: HQ, US Army Armament Command (AMSAR-MMD-D), Rock Island, IL 61201.

Written requests for information should contain the full name of the individual, current address, (as well as address at time of firearm purchase, if different from current address), the caliber, type and serial number of firearm(s) purchased, if known.

For personal visits, the individual should be able to provide some acceptable identification, i.e., driver's license, employing office's identification card, and provide verbal information as to caliber, type and serial number of firearm(s) purchased, if known.

CONTESTING RECORD PROCEDURES:

Army's rules for contesting contents and appealing content data may be obtained from HQ, ARMCOM (AMSAR-GCS), Rock Island, IL 61201.

RECORD SOURCE CATEGORIES:

Application and related forms from the individual requesting purchase of firearm.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1503.07aDAEN

SYSTEM NAME:

1503.07 Resettlement Files

SYSTEM LOCATION:

Primary System: Homeowners Assistance Division, Real Estate Directorate, Office, Chief of Engineers (OCE) (Department of the Army).

Decentralized Segments: Engineer Division and District Offices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who apply for relocation assistance pursuant to the provisions of Title II of Public Law 91-646.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains the individual's application for Relocation Assistance and related papers; correspondence between the Engineer Division and District Offices; correspondence between the Homeowners Assistance Division, Real Estate Directorate, Office, Chief of Engineers, and Division and District Offices; correspondence with the applicant; correspondence between the Office of the President and Congressmen from whom the applicant has requested assistance. Documents relating to the movement of displaced persons because of the acquisition of real estate by this agency.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pub. L. 91-646.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Homeowners Assistance Division: Records accumulated incident to processing applications for relocation assistance benefits and to consideration of appeals in cases where appeals are filed.

Corps of Engineers Division and District Offices: To take initial action in assisting applicants in preparing their application for benefits, in reviewing applications filed, in determining benefits, and in submitting to higher authority for consideration those applications where appeals are filed which cannot be acted upon favorably at the field level.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders. Information may also be stored on magnetic tape, cards, or disk.

RETRIEVABILITY:

Filed alphabetically by last name of applicant.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Primary System: Records are permanent.

Decentralized Segments: Records are destroyed 6 years after notification of final determination, or 2 years after final audit approval by OCE, whichever is later. Information on magnetic tape, cards, or disk is updated on a continuing basis.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Engineers, Headquarters, Department of the Army (HQDA), Forrestal Building, Washington, DC 20314.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Chief of Engineers
ATTN: DAEN-REH-O
Headquarters, Department of the Army
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202-693-6786

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Chief of Engineers, ATTN: DAEN-REH-O, HQDA, Forrestal Building, Washington, DC 20314.

Written requests for information should contain the full name of the individual, current address and telephone number, and the state where the individual resided at time the application was filed. Visits can be made to the Division/District Offices or the Homeowners Assistance Division (DAEN-REH-O), Forrestal Building, Washington, DC 20314.

For personal visits, the individual should be able to provide some acceptable identification such as a current driver's license, and give some verbal information that can be verified with his case folders.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from HQDA (DAEN-REH-O), Washington, DC 20314.

RECORD SOURCE CATEGORIES:

The individual's application for Relocation Assistance and related correspondence from the Division and District Offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1504.08aDAEN

SYSTEM NAME:

1504.08a Real Estate Outgrants

SYSTEM LOCATION:

Office of the Chief of Engineers (OCE), United States Army Corps of Engineers Division and District Offices with real estate responsibility.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Grantees holding outgrants (leases, licenses, easements, permits, and consents) for use of Government real property, or permission (under consents) for use of property over which the Government holds easement interests.

CATEGORIES OF RECORDS IN THE SYSTEM:

Outgrant instruments and listings by number and name to include location, purpose, term and rental for each outgrant and an indication when grantees are not in compliance with term of their outgrants.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Outgrants at civil and military installations are issued under the following authorities:

Title 10 U.S.C., Sections 2667, 2668, 2669, 2672, 3012, 4777, 8012 and 9777.

Title 16, U.S.C., Sections 460d and 661 et seq.

Title 30 U.S.C., Section 185.

Title 33 U.S.C., Sections 558b and 558b-1.

Title 40 U.S.C., Sections 319 and 471 et seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of this system is to promote processing of outgrants and to facilitate the administration of the outgrant program.

The machine listing of outgrants (Engineer Form 3560) is used by OCE personnel and District, Division, and Headquarters OCE levels in recording inspections of outgrants and determination of grantees' compliance with terms and conditions of the grant. Though presently used only for civil works projects, it may be used for inspection of military installations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Punch cards in ADP Centers; paper records and computer paper printouts in file folders at District/Division/OCE Offices.

RETRIEVABILITY:

Numerically by outgrant number. Numbers may be obtained from an alphabetical listing by name.

SAFEGUARDS:

Automated data are protected by physical security devices which include guards to the buildings, and limited access only to authorized personnel. Access to or update of information in the system is protected through a system of passwords, thereby preserving integrity of data handled. Paper records are maintained in areas accessible only to authorized personnel in buildings which either employ security guards or are locked when not in use.

RETENTION AND DISPOSAL:

Outgrants at OCE level are destroyed on termination; remaining files are permanent. Division records are destroyed 4 years after termination of basic instrument. In District Offices and ADP Centers, records are destroyed 3 years after termination of basic instrument.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Programs Division, Directorate of Real Estate, Office of the Chief of Engineers, Department of the Army, Washington, DC 20314.

NOTIFICATION PROCEDURE:

Information may be obtained from SYSMANAGER.

RECORD ACCESS PROCEDURES:

Access to records may be gained by contacting the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records or for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Outgrants in the names of individuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1506.02aDAEN

SYSTEM NAME:

1506.02 Homeowners Assistance Case Files

SYSTEM LOCATION:

Primary System: Homeowners Assistance Division, Real Estate Directorate, Office, Chief of Engineers (OCE), Department of the Army.

Decentralized Segments: Engineer Division and District Offices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees and military personnel who apply for homeowners assistance benefits under Section 1013 of Pub. L. 89-754, as amended.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents relating to the application of persons involved in losses sustained in real estate market because of closure or reduction of military bases. Included are: employment verifications; income and expense figures; Engineer (ENG) Form 42 (Offer to Sell Real Property) or similar written offer; ENG Form 3423 (Negotiator's Report), title evidence and opinions, surveys, leases; ENG Form 798 (Certificate of Inspection and Possession); ENG Form 1566 (Payment and Closing Sheet and Receipt for United States Treasurer's Check); market impact data; insurance and tax data; ENG Form 1290 (Disclaimer by Person in Possession); Department of Defense Form 1607 (Application for Homeowners Assistance); Federal Housing Administration (FHA) Form 1174 (Notification of Military Acquisition) and FHA Form 1175 (Transmittal of Recorded Deed and Title Assembly-Military Acquisition); appraisal reports, docket sheets, questionnaires, copies of deeds and mortgages, mortgage settlement data; evidence of proof of ownership and occupancy of residence, applicant appeals and final decisions thereon; comparable forms and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 1013 of the Demonstration Cities and Metropolitan Development Act of 1966, Pub. L. 89-754 (80 Stat. 1255, 1290), as amended.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Homeowners Assistance Division OCE: To process applications for homeowners assistance benefits and to consider appeals; to review market studies and appraisals; to review final title assemblies of deeds of conveyance to the Government for properties acquired under the program.

Corps of Engineers Division and District Offices: To investigate and study potential impact of base closures or reductions based upon personnel data and real estate market conditions; to reply to inquiries; to assist persons in applying for benefits by reviewing applications, determining benefits, furnishing deed, title evidence, name of Government's grantor, name and address of mortgagee, unpaid balance on mortgage, occupancy data, tax information, title opinion and insurance policy; to furnish FHA appropriate papers and to transmit unresolved appeals to OCE.

Department of Housing and Urban Development/FHA: In assuming custody of acquired homes, to manage and dispose of such properties on behalf of the Secretary of Defense.

FHA/Veterans Administration: In accepting subsequent purchaser in private sale when property is encumbered by a mortgage loan guaranteed or insured by them.

Department of Justice: In reviewing final title and deeds of conveyance to the Government for properties acquired under the program, pursuant to their responsibilities under Pub. L. 91-393.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; magnetic tape, cards or disk.

RETRIEVABILITY:

By applicant's surname.

SAFEGUARDS:

Automated data are protected by physical security devices which include guards to the buildings, and limited access only to authorized personnel. Access to or update of information in the system is projected through a system of passwords, thereby preserving integrity of data handled. Paper records are maintained in areas accessible only to authorized personnel in buildings which either employ security guards or are locked when not in use.

RETENTION AND DISPOSAL:

Office performing Army-wide responsibility: Files are destroyed 10 years after final action or decision on appeals, as applicable.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Chief of Engineers, Headquarters,
Department of the Army,
ATTN: DAEN-REH-O
Washington, DC 20314
Telephone: Area Code 202/693-6786.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed: Chief of Engineers, Headquarters, Department of the Army, ATTN: DAEN-REH-O, Washington, DC 20314.

Written requests for information should contain the full name of the individual, current address and telephone number, name and location of the installation announced for closure.

Personal visits may be made to the Homeowners Assistance Division, Office, Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314. The individual should be able to provide acceptable identification such as a current driver's license, and give verbal information that can be verified with case folder.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual's application for homeowners assistance.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1509.11DAEN

SYSTEM NAME:

Integrated Facilities System (IFS)

SYSTEM LOCATION:

Decentralized at local installation level of the Department of the Army. Information is stored on computer media at five Regional Data Centers. Access to and processing of the information is through dirtributed data processing centers located at installations. Addresses are in the Appendix to the Department of the Army system notices (44 FR 74011, December 17, 1979).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel employed in the Directorate of Facilities Engineering at Department of the Army installations.

CATEGORIES OF RECORDS IN THE SYSTEM:

The Employee Master File contains employee name, Social Security Number (SSN), shop code, normal duty category (direct/indirect labor, direct/indirect supervision), hire category code (full-time permanent/temperorary General Schedule, full-time permanent Wage Board, etc.), base hourly rate.

Adjustment Security File contains the name, grade/rank, and SSN of key management personnel at the Army installation (i.e., Installation Commander, Director/Deputy Director of Facilities Engineering, Chief, Resource Management Division) authorized to input economic indicator adjustment factors to the system.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

31 U.S.C., section 18c.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Employee Master File is the source of individual employee labor rates used in the computations which support facilities engineering cost accounting. Monthly, there is a formatted output of this file which is used by administrative personnel within the Directorate of Facilities Engineering and Housing for file maintenance. The Adjustment Security File is used to verify and provide positive control of the input of economic indicator adjustment factors which affect all cost estimate information in the system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic disc, tape, and computer paper printouts.

RETRIEVABILITY:

By name, SSN, or ADP parameter.

SAFEGUARDS:

Regional Data Centers are contractor-operated under an Army approved security program. Potential contractor personnel are security screened; contractor employees receive a security briefing and participate in an ongoing security education program under the Regional Data Security Officer.

Regional Data Centers are connected through a communications network to 44 distributed data processing centers at Army installations. Technical, physical, and administrative safeguards required by Army Regulation 380-380 are met at installations data processing centers and information is secured in locked rooms with limited/controlled access. Data are available only to Director of engineering and Housing and those of his staff responsible for system operation and maintenance. Terminals not in the data processing center are under the supervision of a terminal area security officer at each remove location protecting them from unauthorized use. Access to information in the system is also cnntrolled by a system of assigned passwords for authorized users of terminals.

RETENTION AND DISPOSAL:

Data retained until updated or service of individual is terminated with earlier information erased. File dump printouts are retained 30 days; upon update, previous information is destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Engineers, Headquarters, Department of the Army, Pulasky Building, Washington, DC 20314.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not this system of records contains information on them should inquire of the installation Director of Engineering and Housing where employed, furnishing full name, SSN, period of time involved, and signature.

RECORD ACCESS PROCEDURES:

To obtain inFormation in this system, indiviudals should write to the Army installation believed to have the record, furnishing the information identified in 'Notification procedures.'

CONTESTING RECORD PROCEDURES:

Army rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Enlistment, commission, or appointment documents which reflect base pay rate data for individuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1511.01aDAEN

SYSTEM NAME:

1511.01 Army Housing Information Management System (HIMS)

SYSTEM LOCATION:

Office of the Chief of Engineers, Department of the Army, Washington, DC 20314, and Housing Managers at Army installations worldwide. Official

mailing addresses are in the Department of the Army Directory.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel, their dependents; Department of Defense or other key civilian personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications for on/off post housing containing such information as name, service/social security number (SSN) rank/grade and date, service date, organization of assignment, home address and telephone number; locator data; appropriate travel orders; records reflecting housing availability/assignment/termination; eligibility of civilians for loan to purchase housing; referral services; property inventories, hand receipts, and issue slips; cost control, job orders; survey data; reports of liaison with real estate boards, realtors, brokers and other Government agencies; other management reports regarding HIMS; complaints and investigations; and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Sections 133 and 2674.

Department of Defense Instructions 1100.16, 4165.27, 4165.34, 4165.43, 4165.44, 4165.47 and 4165.51.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide information relating to the management, operation, and control of the Army housing program; to provide necessary housing for military personnel, their dependents, and qualified civilian employees; to determine housing adequacy/suitability; to document cost data for alterations/repair of units; to establish rental rates; to provide guidance and referral service; to reflect liaison with real estate boards, brokers, and other Government agencies; to render reports; to investigate complaints and related matters.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records, file cards, computer tapes, disks and printouts, and punched cards.

RETRIEVABILITY:

By individual's surname, facility name or number.

SAFEGUARDS:

Automated data are protected by physical security devices which include guards to the buildings, and limited access only to authorized personnel. Access to or update of information in the system is protected through a system of passwords, thereby preserving integrity of data handled. Paper records are maintained in areas accessible only to authorized personnel in buildings which either employ security guards or are locked when not in use.

RETENTION AND DISPOSAL:

Installation troop housing files: Destroyed after 3 years.

Installation housing project tenancy files: Destroyed 3 years after termination of quarters occupancy.

Cost control files: Destroyed 11 years after last entry.

Leasing/rental rate files: Destroyed after 10 years.

Housing referral service files: Destroyed after 5 years.

Off-post rental housing reports: Office performing Army-wide staff responsibility: Destroyed after 5 years. Other offices: Destroyed after 3 years.

Off-post housing complaints/investigations: Office performing Army-wide staff responsibility: Destroy 5 years after completion. Other offices: Destroy 2 years after completion.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314.

NOTIFICATION PROCEDURE:

Information may be obtained from the Director of Industrial Operations, Office of the Chief of Engineers, or his counterpart in District/Division Offices providing housing service.

RECORD ACCESS PROCEDURES:

An individual's request may be addressed to the Director of Industrial Operations at the appropriate installation, and contain the name and address and last assignment location.

For personal visits, the individual should be able to provide acceptable identification such as valid driver's license or military identification card.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determination are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

The individual, his/her personnel records, tenants/landlords and realty activities, financial institutions, and previous employers/commanders.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1522.10aDAEN

SYSTEM NAME:

1522.10 Reservoir Permit Files

SYSTEM LOCATION:

United States Army Corps of Engineers Project Offices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person or persons applying for permits, permittees and persons having done unauthorized work at Corps water resource development projects.

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications for permits, permits and letters of comment from the general public.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 16 U.S.C., Section 460d; Title 31 U.S.C., Section 483a; Title 42 U.S.C., Sections 4321, 4331-4335, 4341-4347; Title 33 U.S.C., Section 1251 et seq; Executive Order 11752.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Serves as a basis for lakeshore management and public use activity control by the Resource Manager at appropriate project.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Project offices use paper records in file.

RETRIEVABILITY:

Name of applicant and permit number.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Reservoir permits are destroyed 1 year after expiration of permit.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Recreation Resource Management Branch, Construction/Operations Division, Civil Works Directorate, Office, Chief of Engineers, Washington, DC 20314.

NOTIFICATION PROCEDURE:

Individuals inquiring whether the system contains records pertaining to

them should write to Project Resource Manager at project concerned.

RECORD ACCESS PROCEDURES:

The Corps of Engineers project office is the place of record for these permits.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information in these files comes from the applicant and the Corps of Engineers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1522.15aDAEN

SYSTEM NAME:

1522.15 General Permit Files

SYSTEM LOCATION:

Primary System: United States Army Corps Division and District Offices.

Secondary System: Office of the Chief of Engineers (OCE), Washington, DC 20314.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person or persons applying for permits, permittees and persons having done unauthorized work in navigable waters.

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications for permits, permits, written comments from the general public, state, local and Federal agencies and Corps of Engineers supporting documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 9, 10 and 14, River and Harbor Act of March 3, 1899;

Section 404, Federal Water Pollution Control Act Amendments of 1972;

Section 103, Marine Protection, Research and Sanctuaries Act of 1972.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To serve as basis for decision by Chief of Engineers or his designated representative in enforcing the regulatory program. Records may be referred to the Department of Justice for possible criminal prosecution.

Portions of records may be released to other appropriate Federal agencies to solicit views regarding the application, as required by Federal laws, such as the National Environmental Quality Act of 1969 and the Fish and Wildlife Coordination Act.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Applications for permits are kept until permit is issued, denied or withdrawn. Permits are kept for the life of the structure. Files on unauthorized activities are kept until case is resolved.

STORAGE:

District offices use different methods of storage (paper records in file folders, computer paper printouts, computer magnetic disks and microfilm).

RETRIEVABILITY:

District offices use different systems and therefore can retrieve information in a variety of ways. All Districts can retrieve information by name. Some Districts have as many as ten different parameters on which to extract information.

SAFEGUARDS:

All buildings where files are kept have security guards. Records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Fill and bank protection files are permanent. Dock permit files are destroyed 2 years after removal of the structure. Dredging and dumping permit files are destroyed 2 years after revocation or expiration. General permit files are permanent in field offices and destroyed after 3 years in OCE. Rejected permit application files are destroyed 1 year after disapproval. Nonaction construction permit files are destroyed 2 years after expiration of permit.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Regulatory Functions Branch, Civil Works Directorate, Office, Chief of Engineers, Washington, DC 20314.

NOTIFICATION PROCEDURE:

Information may be obtained by writing:

HQDA, Office of the Chief of Engineers
ATTN: DAEN-CWO-N
Washington, DC 20314

Information may also be obtained by writing or visiting the nearest Corps of Engineers District office.

RECORD ACCESS PROCEDURES:

The location of nearest Corps of Engineers District Office can be determined by writing the SYSMANAGER. The District Offices are offices of record for these files.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information in these files comes from the applicant, local and state government, the general public and the following Federal agencies: Department of the Interior, Environmental Protection Agency, National Oceanic and Atmospheric Administration, Department of Justice, and Corps of Engineers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1524.11DAEN

SYSTEM NAME:

1524.11 Violation Warning Files

SYSTEM LOCATION:

Decentralized Segments: All Corps of Engineers projects that issue Department of Defense (DD) 1805's (Violation Notice) or Corps of Engineers (ENG) Form 4381 (Warning Citation).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who, on lands administered by the Corps of Engineers, violates the provisions of Chapter III, Parts 313 or 327, of Title 36, Code of Federal Regulations which governs public use of water resource development projects.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains the DD 1805 or ENG Form 4381, a copy of which was given the individual at the time of preparation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 234 of the Flood Control Act of 1970 (Public Law 91-611, 31 December 1970, 84 Stat. 1818).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Resources Manager: File used for reference in checking prior offenses.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Forms records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of violator.

SAFEGUARDS:

Files maintained in areas accessible only to authorized personnel assigned to the project.

RETENTION AND DISPOSAL:

Destroy after 1 year.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Engineers, Headquarters, Department of the Army (HQDA), Forrestal Building, Washington, DC 20314.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Chief of Engineers
ATTN: DAEN-PM
Headquarters, Department of the Army
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-7303/4

RECORD ACCESS PROCEDURES:

Requests from individuals shall be addressed to: The project site that originated the violation/warning notice or to HQDA (DAEN-PM), Forrestal Building, Washington, DC 20314.

Written requests for information should contain the full name of the individual, current address and telephone number, and the serial number of the violation/warning notice.

For personal visits to project sites, the individual should be able to provide some acceptable identification, i.e., Driver's license, employing office's identification card, and give some verbal information that can verify the circumstances surrounding his case.

CONTESTING RECORD PROCEDURES:

The method of contesting the violation/warning is explained to each individual at time of issuance.

RECORD SOURCE CATEGORIES:

Documents are prepared by Corps of Engineer Enforcement personnel at the civil works sites.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DIRECTORY OF UNITED STATES ARMY, ARMY AND AIR FORCE EXCHANGE SERVICE AND FEDERAL ACQUISITION INSTITUTE ADDRESSES

This directory is published to enable users of record system notices to identify the location of such systems of records in order to request access to and amendment of records.

The Department of the Army also processes the record system notices of the Army and Air Force Exchange Service (AAFES) and the Federal Acquisition Institute (FAI) for publication in the FEDERAL REGISTER; therefore, the addresses of these organizations are included in this directory.

HEADQUARTERS, DEPARTMENT OF THE ARMY

The following elements of the Army constitute the Headquarters, Department of the Army and are located in Washington, DC area:

Office of the Secretary of the Army

Office of the Assistant Chief of Staff for Automation and Communications

Office of The Adjutant General

Office of the Chief, Army Reserve

Office of the Comptroller of the Army

Office of the Chief of Chaplains

Office of the Chief of Engineers

Office of the Chief of Staff

Office of The Inspector General

Office of The Judge Advocate General

Office of the Deputy Chief of Staff for Logistics

Office of the Deputy Chief of Staff for Research, Development and Acquisition

Office of the Assistant Chief of Staff for Intelligence

Office of the Chief, Military History

Office of the Deputy Chief of Staff for Operations and Plans

Office of the Chief, National Guard Bureau

Office of the Deputy Chief of Staff for Personnel

Office of The Surgeon General

Office of the Chief of Public Affairs

Army Board for Correction of Military Records

MAJOR COMMANDS

Commander US Army Materiel Development and Readiness Command 5001 Eisenhower Ave Alexandria, VA 22332

Commander US Army Military District of Washington Ft Lesley J. McNair 4th and P Sts, SW Washington, DC 20319

Commander US Army Criminal Investigation Command Nassif Bldg 5611 Columbia Pike Falls Church, VA 22041

Commander US Army Communications Command Ft Huachuca, AZ 85613

Commander US Army Health Services Command Ft Sam Houston, TX 78234

Commander US Army Forces Command Ft McPherson, GA 30330

Commander US Army Recruiting Command Ft Sheridan, IL 60037

Commander Military Traffic Management Command Washington, DC 20315

Commander US Army Training and Doctrine Command Ft Monroe, VA 23651

Commander US Army Intelligence and Security Command Arlington Hall Station 400 Arlington Blvd Arlington, VA 22212

Commander US Army Western Command Ft Shafter, HI 96823

Commander US Army Japan APO San Francisco 96343

Commander Eighth US Army APO San Francisco 96301

Commander in Chief US Army Europe and Seventh Army APO New York 09403

ARMY FIELD OPERATING AGENCIES, SUBORDINATE COMMANDS,

AND MAJOR INSTALLATIONS

ALABAMA

Commander US Army School/ Training Center and Ft McClellan Ft McClellan, AL 36201

Commander US Army Aviation Center, School and Ft Rucker Ft Rucker, AL 36362

Commander US Army Aeromedical Center Ft Rucker, AL 36362

Commander US Army Safety Center Ft Rucker, AL 36362

Commander US Army Missile and Munitions Center and School Redstone Arsenal, AL 35809

Commander US Army Missile Research and Development Command Redstone Arsenal, AL 35809

District Engineer US Army Engineer District, Mobile PO Box 2288 Mobile, AL 36628

Division Engineer US Army Engineer Division, Huntsville PO Box 1600, West Station Huntsville, AL 35807

ALASKA

Commander 172d Infantry Brigade Ft Richardson, AK 99505

Commander US Army Cold Region Test Center Ft Greely APO Seattle 98733

District Engineer US Army Engineer District, Alaska Anchorage, AK 99510

ARIZONA

Commander Ft Huachuca, AZ 85613

Commander US Army Intelligence Center and School Ft Huachuca, AZ 85613

Commander US Army Yuma Proving Ground Yuma, AZ 85364

ARKANSAS

Commander Ft Chaffee Ft Smith, AR 72902

Commander US Army Pine Bluff Arsenal Pine Bluff, AR 71601

District Engineer US Army Engineer District, Little Rock PO Box 867 Little Rock, AR 72203

CALIFORNIA

Commander 7th Infantry Division and Ft Ord Ft Ord, CA 93941

Commander Military Traffic Management Command, Western Area Oakland Army Base Oakland, CA 94626

Commander US Army Communications Command, Western Area Oakland Army Base Oakland, CA 94626

Commander Letterman Army Medical Center Presidio of San Francisco, CA 94129

Commander Sixth US Army Presidio of San Francisco, CA 94129

District Engineer US Army Engineer District, Los Angeles PO Box 2711 Los Angeles, CA 90053

District Engineer US Army Engineer District, Sacramento 650 Capital Mall Sacramento, CA 95814

District Engineer US Army Engineer District, San Francisco 211 Main Street San Francisco, CA 94105

Division Engineer US Army Engineer Division, South Pacific Room 1216 630 Sansome St San Francisco, CA 94111

COLORADO

Commander Fitzsimmons Army Medical Center Denver, CO 80240

Commander Rocky Mountain Arsenal Denver, CO 80240

Commander 4th Infantry Division and Ft Carson Ft Carson, CO 80913

DISTRICT OF COLUMBIA

Commander The Adjutant General Center Forrestal Bldg 1000 Independence Ave, SW Washington, DC 20314

Administrator US Army Civilian Appellate Review Agency Rm 8H-088, Forrestal Bldg 1000 Independence Ave, SW Washington, DC 20314

Commander Ft Lesley J. McNair 4th and P Sts, SW Washington, DC 20319

Commander US Army Command and Control Support Agency The Pentagon Washington, DC 20310

Commander US Army Management Systems Support Agency The Pentagon Washington, DC 20310

Commander Walter Reed Army Medical Center 6925 16th St, NW Washington, DC 20012

Commander US Army Physical Disability Agency 6925 16th St, NW Washington, DC 20012

FLORIDA

District Engineer US Army Engineer District, Jacksonville PO Box 4970 Jacksonville, FL 32201

GEORGIA

Commander US Army Infantry Center, School, and Ft Benning Ft Benning, GA 31905

Commander US Army Signal Center and Ft Gordon Ft Gordon, GA 30905

Commander Dwight David Eisenhower Army Medical Center Ft Gordon, GA 30905

Commander Ft McPherson, GA 30330

Commander 24th Infantry Division and Ft Stewart Hinesville, GA 31313

District Engineer US Army Engineer District, Savannah PO Box 889 Savannah, GA 31402

Division Engineer US Army Engineer Division, South Atlantic 510 Title Bldg 30 Pryor St, SW Atlanta, GA 30303

HAWAII

Commander Ft Shafter, HI 96823

Commander Tripler Army Medical Center Honolulu, HI 96823

Division Engineer US Army Engineer Division, Pacific Ocean Bldg 230 Ft Shafter, HI 96823

ILLINOIS

Commander Ft Sheridan, IL 60037

Commander US Army Military Enlistment Processing Command Ft Sheridan, IL 60037

Commander US Army Armament Materiel Readiness Command Rock Island Arsenal Rock Island, IL 61201

District Engineer US Army Engineer District, Chicago 219 S Dearborn St Chicago, IL 60604

District Engineer US Army Engineer District, Rock Island Clock Tower Bldg Rock Island, IL 61201

INDIANA

Commander US Army Administration Center and Ft Benjamin Harrison Ft Benjamin Harrison, IN 46216

Commander US Army Finance and Accounting Center Ft Benjamin Harrison, IN 46216

Commander US Army Institute of Administration Ft Benjamin Harrison, IN 46216

KANSAS

Commandant US Army Command and General Staff College Ft Leavenworth, KS 66027

Commander US Army Disciplinary Barracks Ft Leavenworth, KS 66027

Commander 1st Infantry Division and Ft Riley Ft Riley, KS 66442

KENTUCKY

Commander 101st Airborne Division and Ft Campbell Ft Campbell, KY 42223

Commander US Army Armor Center and School Ft Knox, KY 40121

Commander Lexington-Blue Grass Army Depot Lexington, KY 40507

District Engineer US Army Engineer District, Louisville PO Box 59 Louisville, KY 40201

LOUISIANA

Commander 5th Infantry Division and Ft Polk Ft Polk, LA 71459

District Engineer US Army Engineer District, New Orleans PO Box 60267 New Orleans, LA 70160

MARYLAND

Commander Edgewood Arsenal Aberdeen Proving Ground, MD 21005

Commander US Army Aberdeen Proving Ground Aberdeen Proving Ground, MD 21005

Commander US Army Environmental Hygiene Agency Aberdeen Proving Ground, MD 21005

Commander US Army Ordnance School and Center Aberdeen Proving Ground, MD 21005

Commander US Army Test and Evaluation Command Aberdeen Proving Ground, MD 21005

Commander Harry Diamond Laboratories 2800 Powder Mill Road Adelphi, MD 20783

Commander Ft Detrick Frederick, MD 21701

Commander US Army Medical Research and Development Command Ft Detrick Frederick, MD 21701

Commander Ft George G. Meade, MD 20755

Commander US Army Intelligence and Security Agency Ft George G. Meade, MD 20755

Commander Ft Ritchie, MD 21719

District Engineer US Army Engineer District, Baltimore PO Box 1715 Baltimore, MD 21203

MASSACHUSETTS

Commander Ft Devens, MA 01433

Commander US Army Security Agency Training Center and School Ft Devens, MA 01433

Commander US Army Natick Research and Development Command Natick, MA 10760

Division Engineer US Army Engineer Division, New England 424 Trapelo Road Waltham, MA 02154

MICHIGAN

Commander US Army Tank-Automotive Materiel Readiness Command Detroit Arsenal Warren, MI 48089

District Engineer US Army Engineer District, Detroit PO Box 1027 Detroit, MI 48231

MINNESOTA

District Engineer US Army Engineer District, St Paul 1135 US Post Office and Custom House St Paul, MN 55101

MISSISSIPPI

District Engineer US Army Engineer District, Vicksburg PO Box 60 Vicksburg, MS 39180

Division Engineer US Army Engineer Division, Lower Mississippi Valley PO Box 80 Vicksburg, MS 39180

MISSOURI

Commander US Army Engineer Training Center and Ft Leonard Wood Ft Leonard Wood, MO 65473

Commander Automated Logistics Management Systems Activity PO Box 1578 St Louis, MO 63188

Commander US Army Reserve Components Personnel and

Administration Center 9700 Page Blvd St Louis, MO 63132

District Engineer US Army Engineer District, Kansas City 700 Federal Bldg Kansas City, MO 64106

District Engineer US Army Engineer District, St Louis 210 N 12th St St Louis, MO 63101

NEBRASKA

District Engineer US Army Engineer District, Omaha 6014 US Post Office and Courthouse 215 N 17th St Omaha, NE 68102

Division Engineer US Army Engineer District, Missouri River PO Box 103, Downtown Station Omaha, NE 68101

NEW JERSEY

Commander Military Traffic Management Command, Eastern Area Bayonne, NJ 07002

Commander Pictinny Arsenal Dover, NJ 07801

Commander US Army Training Center and Ft Dix Ft Dix, NJ 08640

Commander US Army Communications Research and Development Command Ft Monmouth, NJ 07703

Commandant US Military Academy Preparatory School Ft Monmouth, NJ 07703

NEW MEXICO

Commander White Sands Missile Range, NM 88002

District Engineer US Army Engineer District, Albuquerque PO Box 1580 Albuquerque, NM 87103

NEW YORK

Commandant US Army Chaplain School Ft Wadsworth Rosebank, Staten Island, NY 10305

Superintendent US Military Academy West Point, NY 10996

District Engineer US Army Engineer District, Buffalo 1776 Niagara St Buffalo, NY 14207

District Engineer US Army Engineer District, New York 26 Federal Plaza New York, NY 10007

Division Engineer US Army Engineer Division, North Atlantic 90 Church St New York, NY 10007

NORTH CAROLINA

Commander XVIII Airborne and Ft Bragg Ft Bragg, NC 28308

Commander US Army Institute for Military Assistance Ft Bragg, NC 28308

District Engineer US Army Engineer District, Wilmington PO Box 1890 Wilmington, NC 28401

OHIO

Division Engineer US Army Engineer Division, Ohio River PO Box 1159 Cincinnati, OH 45201

OKLAHOMA

Commander US Army Field Artillery Center, School, and Ft Sill Ft Sill, OK 73503

District Engineer US Army Engineer District, Tulsa PO Box 61 Tulsa, OK 74102

OREGON

District Engineer US Army Engineer District, Portland PO Box 2946 Portland, OR 97208

Division Engineer US Army Engineer Division, North Pacific PO Box 2870 Portland, OR 97208

PENNSYLVANIA

Commandant US Army War College Carlisle Barracks, PA 17013

Commander Letterkenny Army Depot Chambersburg, PA 17201

Commander US Army International Logistics Command New Cumberland Army Depot New Cumberland, PA 17070

Commander US Army Support Activity, Philadelphia Philadelphia, PA 17101

Commander Tobyhanna Army Depot Tobyhanna, PA 18466

District Engineer US Army Engineer District, Philadelphia US Custom House 2d and Chestnut Sts Philadelphia, PA 19106

District Engineer US Army Engineer District, Pittsburgh Federal Bldg 1000 Liberty Ave Pittsburgh, PA 15222

SOUTH CAROLINA

Commander US Army Infantry Training Center and Ft Jackson Ft Jackson, SC 29209

District Engineer US Army Engineer District, Charleston PO Box 919 Charleston, SC 29402

TENNESSEE

District Engineer US Army Engineer District, Memphis 668 Clifford Davis Bldg Memphis, TN 38103

District Engineer US Army Engineer District, Nashville PO Box 1070 Nashville, TN 37202

TEXAS

Commander William Beaumont Army Medical Center El Paso, TX 79920

Commandant Health Services Academy, US Army Ft Sam Houston, TX 78234

Commander Brooke Army Medical Center Ft Sam Houston, TX 78234

Commander Fifth US Army Ft Sam Houston, TX 78234

Commander US Army Air Defense Center, School, and Ft Bliss Ft Bliss, TX 79916

Commander III Corps and Ft Hood Ft Hood, TX 76544

Chief US Army Health Information Systems and Boistatistical Agency Ft Sam Houston, TX 78234

Commander Red River Army Depot Texarkana, TX 75501

District Engineer US Army Engineer District, Fort Worth PO Box 17300 Ft Worth, TX 76102

District Engineer US Army Engineer District, Galveston PO Box 1229 Galveston, TX 77553

Division Engineer US Army Engineer Division, Southwestern Main Tower Bldg 1200 Main St Dallas, TX 75202

UTAH

Commander US Army Dugway Proving Ground Dugway, UT 84022

Commander Tooele Army Depot Tooele, UT 84074

VIRGINIA

Commander Cameron Station Alexandria, VA 22314

Chief US Army Civilian Personnel Center Hoffman Bldg II 200 Stovall St Alexandria, VA 22332

Commander US Army Military Personnel Center Hoffman Bldg II 200 Stovall St Alexandria, VA 22332

Commander US Army Research Institute for the Behavioral and Social Sciences 5001 Eisenhower Ave Alexandria, VA 22333

Commander Arlington Hall Station 400 Arlington Blvd Arlington, VA 22212

Commandant The Judge Advocate General's School, US Army Charlottesville, VA 22901

Commander US Army Audit Agency Nassif Bldg Falls Church, VA 22041

Commander US Army Computer Systems Support and Evaluation Agency Falls Church, VA 22041

Commander US Army Operational Test and Evaluation Agency 5600 Columbia Pike Falls Church, VA 22041

Commander US Army Engineer Center and Ft Belvoir Ft Belvoir, VA 22060

Commander US Army Computer Systems Command Ft Belvoir, VA 22060

Commander US Army Transportation Center, School and Ft Eustis Ft Eustis, VA 23604

Commander US Army Logistics Management Center Ft Lee, VA 23801

Commander US Army Quartermaster Center, School and Ft Lee Ft Lee, VA 23801

District Engineer US Army Engineer District, Norfolk 803 Front St Norfolk, VA 23510

Division Engineer US Army Engineer Division, Middle East (Rear) PO Box 2250 Winchester, VA 22601

WASHINGTON

Commander 9th Infantry Division and Ft Lewis Ft Lewis, WA 98433

Commander Madigan Army Medical Center Tacoma, WA 98431

District Engineer US Army Engineer District, Seattle PO Box C-3755 Seattle, WA 98124

District Engineer US Army Engineer District, Walla Walla Bldg 602 City-County Airport Walla Walla, WA 99362

WEST VIRGINIA

District Engineer US Army Engineer District, Huntington PO Box 2127 Huntington, WV 25721

WISCONSIN

Commander Ft McCoy Sparta, WI 54656

OVERSEAS

Commander in Chief US Southern Command US Army Element APO Miami 34003

Commander V Corps APO New York 09097

Commander VII Corps APO New York 09107

Commander 32d Army and Air Force Defense Command APO New York 09227

Commander US Army Berlin Brigade APO New York 09742

Commander US Army Medical Command, Europe APO New York 90403

Commander US Army Southern European Task Force APO New York 09168

Commander in Chief US European Command US Army Element APO New York 09128

Commander US Army Element SHAPE APO New York 09055

Division Engineer US Army Engineer Division, Europe APO New York 09757

Division Engineer US Army Engineer Division, Mediterranean APO New York 09019

Division Engineer US Army Engineer Division, Middle East APO New York 09038

Commander 4th US Army Missile Command APO San Francisco 96558

Commander I Corps APO San Francisco 96358

District Engineer US Army Engineer District, Far East APO San Francisco 96301

District Engineer US Army Engineer District, Japan APO San Francisco 96343

ARMY AND AIR FORCE EXCHANGE SERVICE

(AAFES)

HEADQUARTERS

Army and Air Force Exchange Service 3911 Walton Walker Blvd Dallas, TX 75222

CONTINENTAL UNITED STATES EXCHANGE REGIONS/AREA EXCHANGES/EXCHANGES

Alamo Exchange Region Army and Air Force Exchange Service Bldg 370 Ft Sam Houston, TX 78234

Southwest Area Exchange Ft Bliss, TX 79006

South Texas Area Exchange Lackland AFB, TX 78236

Central Texas Area Exchange
Ft Hood, TX 76544

Red River Area Exchange
Barksdale AFB, LA 71110

Capitol Exchange Region Army and Air Force Exchange Service Bldg 6 Cameron Station Alexandria, VA 22314

Mid-Atlantic Area Exchange
Ft Dix, NJ 08640

New England Area Exchange
Ft Devens, MA 01433

Tidewater Area Exchange
Langley AFB, VA 23665

Washington Area Exchange
Cameron Station
Alexandria, VA 22314

Azores Area Exchange
APO New York 09406

Golden Gate Exchange Region Army and Air Force Exchange Service Box 3553 San Francisco, CA 94119

Alaska Area Exchange
Pouch 6-550
Anchorage, AK 99502

Arizona Area Exchange
Davis-Monthan AFB, AZ 85707

Northern California Area Exchange
Mather AFB, CA 95655

Northwest Area Exchange
Ft Lewis, WA 98433

Southern California Area Exchange
Norton AFB, CA 92409

Central California Area Exchange
Ft Ord, CA 93941

Ohio Valley Exchange Region Army and Air Force Exchange Service Bldg 2501, Gate 1 Indiana Army Ammunition Plant Charlestown, IN 47111

Central Area Exchange
Ft Leonard Wood, MO 65473

Great Lakes Area Exchange
K. I. Sawyer AFB, MI 49843

Midwest Area Exchange
Wright-Patterson AFB, OH 45433

North Central Area Exchange
Offutt AFB, NE 68113

Rocky Mountain Area Exchange
Ft Carson, CO 80913

Southeast Exchange Region Army and Air Force Exchange Service 1280 Kershaw St Montgomery, AL 36108

West Georgia Area Exchange
Ft Benning, GA 31905

Blue Ridge Area Exchange
Ft Bragg, NC 28307

Piedmont Area Exchange
Ft Jackson, SC 29207

Florida Area Exchange
MacDill AFB, FL 33608

Panama Area Exchange
APO Miami 34009

Puerto Rico Exchange
Ft Buchanan, PR 00934

Gulf Coast Area Exchange
Eglin AFB, FL 32542

OVERSEAS AAFES

Headquarters Army and Air Force Exchange Service-Europe APO New York 09245

Frankfurt Area Exchange, Germany
APO New York 09757

Greece Area Exchange
APO New York 90253

Italy Area Exchange
APO New York 09168

Spain Area Exchange
APO New York 09283

United Kingdom Area Exchange
APO New York 09129

Turkey Area Exchange
APO New York 09224

Headquarters Army and Air Force Exchange Service-Pacific 919 Ala Moana Honolulu, HI 96814

Guam Area Exchange
APO San Francisco 96351

Hawaii Area Exchange
919 Ala Moana
Honolulu, HI 96814

Japan Area Exchange
APO San Francisco 96323

Korea Area Exchange
APO San Francisco 96301

Okinawa Area Exchange
APO San Francisco 96344

Philippines Area Exchange
APO San Francisco 96431

FEDERAL ACQUISITION INSTITUTE
Federal Acquisition Institute 5001 Eisenhower Ave Alexandria, VA 22333

DEFENSE MAPPING AGENCY

HOW SYSTEMS OF RECORDS ARE ARRANGED. The Defense Mapping Agency records are grouped by subject series. Each series has records about a specific activity or function to which a subject title and number is given. Systems or records are grouped in the same way. For example, a system of records on personnel security clearances may be found in Personnel Security Files - B0504-01 and one about equal employment opportunities may be found in Equal Employment Opportunity Reporting Files - B0605-01. These numbers are part of the system identifica- tion (ID) which precede the notices in the Federal Register. They

look like this: B0504-01 HQ.HT.A; B0605-01 HQ.HT.A.S.I. The letter B means Defense Mapping Agency. The first four digits (0504 and 0601) show that the records pertain to Personnel Security and Equal Employ- ment Opportunity respectively; and the last two are a further breakdown of the series. The letters that follow these numbers are internal management accounting devices only. Other systems of records which differ from these examples but have similar documents may also be found in the same series.

HOW TO USE THE INDEX GUIDE. The systems of records maintained by the Defense Mapping Agency are contained within the subject series that are listed below. This list identifies each series in the order in which it appears in this issuance. Use the list to identify subject areas of interest. Having done so, use the series number (for example 0504 for Personnel Security) to locate the systems of records grouping in which you are interested.

SUBJECT SERIES

SYSTEM IDENTIFICATION SERIES

Office Personnel
0102 Document Control
0104

Common Mission
0201

Inspection
0210

Historical
0228

Finance and Accounting
0302

Civilian Personnel Pay and Accounting
0303

General Legal
0401

Claims Investigating and Processing Documents
0402

Patent, Copyright Trademark and Proprietary Data
0403

Legislative and Congressional Liaison
0407

Informational Services
0408

Information Security
0502

Guard Protective Services
0503

Personnel Security
0504

Civilian Personnel Program
0601

Civilain Personnel Position and Pay
0602

Employment Application
0604

Equal Employment Opportunity
0605

Individual Civilian Personnel
0606

Civilian Personnel Action
0607

Civilian Personnel Training
0608

Promotion, Placement, and Career Management
0609

Civilian Personnel Welfare and Grievance
0610

Civilian Personnel Reduction-In-Force
0611

Labor Management Relations
0612

Awards Files
0613

Military Personnel Files
0614

Safety Management Program
0615

Medical and Health Program
0901

Training Schools and Curriculum
1001

Student Selection and Academic Records
1002

Individual Procurement Transactions
1202

General Supply Accounting
1205

Self Service Supply
1206

Maintenance
1208

Personnel Travel and Transportation
1211

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required, to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below, only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE - LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant

to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and criminal investigations of the Component requesting the record.

ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom, maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

B0102-01 HQHTASID

SYSTEM NAME:

102-01 Office General Personnel Files

SYSTEM LOCATION:

DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center(A), Defense Mapping School(S), Inter American Geodetic Survey(I), Office of Distribution Services (D). Staff Offices, Departments, Division and Branch Offices, all Components. See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of DMA Civilian and Military

CATEGORIES OF RECORDS IN THE SYSTEM:

Consist of copies of and papers relating to time and attendance reports, leave reports, overtime work, work attendance, holidays, athletic events, employee unions, medical services, training, duty assignments, emergency information and similar data on related subjects. List of individuals authorized to receive these services will also be included.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 12107, 12/28/78; Relating to the Civil Service Commission and Labor-Management in the Federal Government.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Supervisory personnel in their day-to-day personnel actions for; promotion, adverse actions, training and other related actions. File subject to civil service review.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper record in file folders and/or Kardex book.

RETRIEVABILITY:

Filed alphabetically by last name of employee

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Temporary records. Destroy after 1 year or on discontinuance, whichever is first.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from DMA Directory

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to appropriate organization of address list.

Written requests for information should contain the full name of the individual current address and telephone number, social security number. Visits are limited to normal working hours.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agencys rules for contesting contents and appealing initial determination may be obtained from: System Manager.

RECORD SOURCE CATEGORIES:

Copies of papers relative to time and attendance reports, overtime work, work attendance, leave reports, holidays, athletic events, employee unions, medical services, training and related subjects.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0102-03 HQHTASI

SYSTEM NAME:

102-03 Office Personnel Locator Files

SYSTEM LOCATION:

DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center(A), Defense Mapping School(S), Inter American Geodetic Survey(I), Staff Offices, Departments, Division and Branch Offices, all Components. See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Personnel currently employed or assigned at DMA

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents reflecting the name, address, telephone number, and similar data for each person.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. 12107, 12/28/78; Relating to the Civil Service Commission and Labor-Management in the Federal Service

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Supervisory Personnel - Used to record personal information and Military Career Progression and maintained on file to notify appropriate agencies and officials in case of emergencies.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper record in file folders and/or Kardex book.

RETRIEVABILITY:

Filed alphabetically by last name of employee

SAFEGUARDS:

Buildings or facilities employs security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Temporary records. Destroy on separation or transfer of the individual or preparation of a new list.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from Above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individual current address and telephone number, social security number. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager

RECORD SOURCE CATEGORIES:

Information received from employee and other personnel records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0102-08 HQHTASID

SYSTEM NAME:

102-08 Office Personnel Information Files

SYSTEM LOCATION:

DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center(A), Defense Mapping School(S), Inter American Geodetic Survey(I), Office of Distribution Services (D), Staff Offices, Departments, Division and Branch Offices, all Components. See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of DMA Civilian and Military

CATEGORIES OF RECORDS IN THE SYSTEM:

Supervisory copies of personnel matters that are duplicated in or which are not appropriate for inclusion in the Official Personnel Folder: for example, copies of papers relating to injuries, appreciation and commendation, training received, performance appraisals and assigned responsibilities or off-duty information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

EO 12107, 12/28/78; Relating to the Civil Service Commission and Labor-Management in the Federal Service

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Supervisory personnel record used for performance ratings and similar uses, appreciation, commendation, career development and responsibilities of employees. Record may be subject to OPM inspection.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper record in file folders and/or Kardex book.

RETRIEVABILITY:

Filed alphabetically by last name of employee

SAFEGUARDS:

Buildings and Facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are temporary, review at end of calendar year and destroy documents which have been superseded or are no longer applicable.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from Above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individual, current address and telephone number, social security number, and organizational element where employed. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification, that is drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Information summarized from existing records and current entries by supervisors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0210-06 HQHTASI

SYSTEM NAME:

210-06 Inspector General Investigative Files

SYSTEM LOCATION:

Office of the Inspector General - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), Inter American Geodetic Survey (I). - See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual, military or civilian assigned to, employed by or having reason to do official business with the Defense Mapping Agency or one of its employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Investigative Files consist of written inquiries or investigative reports pertaining to complaints, possible violations or improper procedures pertaining to DMA personnel, procedures, policies or programs.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C. 3101, Records Management by Federal Agencies.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Inspector General and Command Officials - to analyze and evaluate the effectiveness and efficiency of DMA policies, programs and procedures.

Complaints, inquires or investigations are used to initiate proper corrective action if the allegation is proven to be true in fact.

Security - Personnel - Supervisors - Used as basis for corrective actions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Files are considered official in nature and are made available only to the Inspector General and Command officials.

STORAGE:

Paper records are stored in file folders and secured in safe-file cabinets.

RETRIEVABILITY:

Alphabetically by last name or subject matter

SAFEGUARDS:

Building, facilities employ security guards and alarms. Records are maintained in areas accessible only to authorized personnel that are properly screened cleared and trained.

RETENTION AND DISPOSAL:

Files accumulated in the Office of the Inspector General as permanent. Cut off on completion of Investigation.

SYSTEM MANAGER(S) AND ADDRESS:

Inspector General, Headquarters, Defense Mapping Agency, Bldg 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the indivdual current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

CONTESTING RECORD PROCEDURES:

The Agency rules for contesting contents and appealing initial determinations may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Inspector General Investigative reports are the written results of IG Inquiries or Investigation of written or oral allegations from complaints.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0210-07 HQHTASI

SYSTEM NAME:

210-07 Inspector General Complaint Files

SYSTEM LOCATION:

Office of the Inspector Generals - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), Inter American Geodetic Survey (I). - See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual, military or civilian assigned to, employed by or having reason to do official business with the Defense Mapping Agency or one of its employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains letters or memorandums received by the Defense Mapping Agency wherein someone has complained about DMA personnel, programs, policies and/or procedures.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C. 3101, 3102 - Records management by Federal Agencies

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Inspector General and Command officials - As a basis to conduct an inquiry or investigation of the complaint and to initiate proper corrective action if justified.

Security, Personnel, Supervisors - as a basis for corrective action

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Files are considered official in nature and are made available only to the Inspector General and Command officials.

STORAGE:

Paper records are stored in file folders and secured in safe-file cabinets.

RETRIEVABILITY:

Alphabetically by last name of individual or by subject.

SAFEGUARDS:

Buildings, facilities located on guarded military installations. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Temporary Record. Destroy one year after completion and close of case.

SYSTEM MANAGER(S) AND ADDRESS:

Inspector General, Headquarters Defense Mapping Agency, Bldg 56, U.S. Naval Observatory, Washington, D. C. 20305.

NOTIFICATION PROCEDURE:

Information may be obtained from System Manager.

RECORD ACCESS PROCEDURES:

Request from individual should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address and telephone number.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, etc., and some verbal information.

CONTESTING RECORD PROCEDURES:

The Agencies' rules for contesting contents and appealing initial determinations may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Source of Inspector General Complaint files are letters or memorandums received by HQ DMA from military or civilian.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0228-04 HT

SYSTEM NAME:

AR 228-04 Historical Photographic Files

SYSTEM LOCATION:

Public Affairs office of DMAHTC - See DMA Directory for complete address.

Decentralized Segments - Records Holding Area, Records Management Division of DMAHTC

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Commanding Officers; civilian employees (staff organization) VIP visitors; awards, suggestions, sports, retirement ceremonies.

CATEGORIES OF RECORDS IN THE SYSTEM:

Photographs and negatives of

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301 - Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Public Affairs Office - furnish copies of photographs to organizations that requested photographs to be taken

Records Holding Area - Researchers and Historians - To obtain the background information regarding events, ceremonies, awards, sports, retirements at DMATC for input to newspapers, magazine articles.

Release to News Media for Public Relations and Community Affairs Matters.

Organizers of testimonials, banquets and parties.

Supervisors - Recognize accomplishments and publications.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Prints and negatives filed in cabinets.

RETRIEVABILITY:

Filed by name and/or event

SAFEGUARDS:

Buildings, facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are Permanent. Records will be retired to Washington National Records Center on discontinuance of the installation.

SYSTEM MANAGER(S) AND ADDRESS:

DMA Hydrographic/Topographic Center, ATTN: Public Affairs Office, Room 152, Erskine Hall, 6500 Brookes Lane, Washington, D.C. 20315

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individual current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card and give some verbal information that could be verified

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from System Manager

RECORD SOURCE CATEGORIES:

Photographs taken at awards ceremonies; Sporting events; retirement parties.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0228-10 HT

SYSTEM NAME:

AR 228-10 Installation Historical Files

SYSTEM LOCATION:

Public Affairs Office of DMAHTC - See DMA Directory for complete address.

Decentralized Segments - Records Management Division - Records Holding Area of DMAHTC

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have given speeches or written an article for a magazine or newspaper.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of Speeches and articles for magazine or newspapers

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 30l - Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Historian - To furnish background Information on the history of the installations.

Public Affairs Office and Records Management Division - to obtain up-to-date information on all speeches, articles for magazines and newspapers published or given by an individual of DMAHTC.

Released to News Media for Public Relations and Community Affairs.

Organizers of testimonials, banquets and supervisors to recognize accomplishments and publications.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Files retrieved alphabetically by name of individual.

SAFEGUARDS:

Buildings, facilities employs security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

This is a permanent record. Retired from Records Holding Area.

SYSTEM MANAGER(S) AND ADDRESS:

DMA Hydrographic/Topographic Center, ATTN: Public Affairs Office, Room 152, Erskine Hall, 6500 Brookes Lane, Washington, D.C. 20315

NOTIFICATION PROCEDURE:

Information may be obtained from Above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individual current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agencies' rules for contesting contents and appealing initial determinations may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Employee copies of speeches; newspapers; magazines, photographs and related publications.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0302-21 HTA

SYSTEM NAME:

302-21 Record of Travel Payments

SYSTEM LOCATION:

DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center(A), Office of the Comptroller, Pay and Travel Branch. See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any employee of Defense Mapping Agency reimbursed for Travel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Card file containing information used to reflect travel allowance payments made to individuals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 5707; Travel and subsistence Expenses-Regulations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Cards used to reflect travel allowance payments made to employees.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper record in file folders and/or Kardex book.

RETRIEVABILITY:

Filed alphabetically by last name of employee.

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Records are temporary. Cutoff on separation of employee, Inactive three years then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Finance and Accounting Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individual, current address and telephone number, and the travel number of visit, place visited and date on all correspondence received from this office. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

CONTESTING RECORD PROCEDURES:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Travel orders and vouchers

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0303-01 A

SYSTEM NAME:

303-01 Individual Pay Record Files

SYSTEM LOCATION:

DMA Aerospace Center(A). See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian pay record file contains magnetic tape. Created and updated by the use of time and attendance cards, address cards, savings bond forms, taxation documents, insurance documents, allotment documents, Standard Form 50.

Printout of Payroll

CATEGORIES OF RECORDS IN THE SYSTEM:

Record of pay data and related information pertaining to DMA employees.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

31 U.S.C. 66a - Accounting and Auditing - Duties of Agency Heads; Information and Controls to be Covered

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Personal data is collected for the purpose of establishing, maintaining and administering the employee's authorized pay and leave.

User of information is the Central Payroll Office and Civilian Personnel Directorate.

This information is used for the computation of bi-weekly earnings, pay deductions, and net pay due to the employee. The system further identifies rate of pay and authorized deductions as well as sick and annual leave accumulation, usage and balances. System further provides a master tape listing, civilian payroll master tape, and to the employee the system provides a bi-weekly leave and earnings statement and civilian employee paycheck.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper record in file folders and/or Kardex book.

RETRIEVABILITY:

Filed alphabetically by last name of employee

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Tapes are retained in tape library, and are updated each pay period.

Printouts maintained and retained in current files are (CFA) and are forwarded in annual blocks to the National Personnel Records Center, GSA, 111 Winnebago Street, St. Louis, MO 63118, 18 months after close of the calendar year or within 90 days after receipt of audit completion letter, whichever is first.

SYSTEM MANAGER(S) AND ADDRESS:

Director, DMA Aerospace Center, ATTN: Comptroller See DMA Directory for complete address listing.

NOTIFICATION PROCEDURE:

Information may be obtained from Above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Time and attendance cards, savings bond forms and similar withholding requests of the employee.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0303-02 HTA

SYSTEM NAME:

303-02 Compensation Data Request Files

SYSTEM LOCATION:

Finance Accounting of DMA Hydrographic/Topographic Center (HT) and Aerospace Center (A). See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees requesting compensation.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence relating to Federal Employee Compensation claims.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

21 USC 1175

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To record documents and correspondence on employees who have been injured on the job, received treatment from a medical facility, and filed a claim for compensation.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by employee last name.

SAFEGUARDS:

Buildings and facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Temporary record. Destroyed after 2 years.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Finance and Accounting, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to System Manager

Written requests for information should contain the full name of the individual, current address and telephone number, and social security number. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification; that is, driver's license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Department's rules for contesting contents and appealing initial determinations may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Requests from individuals for information, notice of determination and refusal of work offer. Request for claims of compensation.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0303-03 HTA

SYSTEM NAME:

303-03 Individual Retirement Record Control Files

SYSTEM LOCATION:

Primary System - Office of Personnel Management (OPM), Retirement Bureau, Washington, D.C. 20315

Decentralized Segments - Personnel Office, DMA Hydrographic/Topographic Center and DMA Aerospace Center.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any civilian employee of DMA who has retired from government service.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains employee's application for retirement from the Federal Service including documentation concerning physical disability retirement.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. 12107, 12/28/78; Relating to the Civil Service Commission and Labor-Management in the Federal Service.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To take follow-up action or answer questions from the retiree, survivors, OPM, and health and life insurance carriers.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper record in file folders and/or Kardex book.

RETRIEVABILITY:

Filed alphabetically by last name of employee

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Temporary - Retain in active file. Destroy after 4 years.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Application for retirement from Federal Service, and related documentation.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0303-04 A

SYSTEM NAME:

303-04 Leave Record Files

SYSTEM LOCATION:

Primary System. Comptroller, DMA Aerospace Center. See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees of DMA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record of official annual accumulation and use of employee's leave.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

21 USC 1175

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Director of Civilian Personnel to record employee requests for documentation.

Employee - reference for accumulation of leave.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tapes and printouts.

RETRIEVABILITY:

Files are by payroll block number, organization, and name.

SAFEGUARDS:

Buildings and facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Final Leave Record - Temporary Record. Destroy 10 years after separation of individual.

Other Leave Record: Destroy after 4 years or 90 days after receipt of audit completion letter.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address and telephone number, and social security number. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification; that is, driver's license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Department's rules for contesting contents and appealing initial determinations may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Time and attendance cards initialed by employee. Accumulation and use of leave.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0303-21 HTA

SYSTEM NAME:

303-21 Decedent Claim Files

SYSTEM LOCATION:

Personnel Office - DMA Hydrographic/Topographic Center (HT) and Aerospace Center (A). See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees of DMA Hydrographic/Topographic Center or DMA Aerospace Center.

CATEGORIES OF RECORDS IN THE SYSTEM:

Death separation - FE Form 6, SF 1153, SF 2800, and other allied papers and correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

21 USC 1175

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purpose of this file is to document the death of a career employee.

Users are: Personnel Office to maintain/ascertain that documents are in file for employees who have been separated due to death.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folder.

RETRIEVABILITY:

Alphabetically by employee last name.

SAFEGUARDS:

Buildings and facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Temporary record. Destroyed after 10 years.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address and telephone number, and social security number. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification; that is, driver's license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Department's rules for contesting contents and appealing initial determinations may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Copies of vouchers with supporting documents, letters/claims from decedents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0401-02 HQHTA

SYSTEM NAME:

401-02 Statements of Employment and Financial Interest and Ethics Act Files

SYSTEM LOCATION:

Office of the General Counsel, HQ DMA, Office of the Counsel, DMAHTC and DMAAC. See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DD 1555 -Defense Mapping Agency civilian personnel classified at GS-13 or above, and military officers serving in the grade of 0-5 or above, whose duties require the exercise of judgment in making Government decisions in regard to monitoring grants or subsidies; contracting and procurement; auditing; or other activities having a significant economic impact on the interests of any non-Federal enterprise.

Special Government Employees of the Defense Mapping Agency serving as advisors or consultants.

SF 278 - DMA civilian personnel classified at GM-16 or above of the General Schedule prescribed by 5 U.S.C. Section 5332 and military officers serving in grades of 07 or above and the DMA designated Agency Ethics Official.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files include SF 278's - Executive Personnel Financial Disclosure Report and DD 1555's - Confidential Statement of Employment and Financial Interests containing information as to outside employment, financial interests and creditors. Such forms are filed by individuals upon employment and renewed annually. Copies of the individual's current position description. Signed statements of the individual concerned stating that none of the interests listed constitute a conflict of interest with respect to the duties of his present position. Correspondence indicating review and the resolution of any conflicts disclosed.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Part IV, Executive Order 11222, 'Prescribing Standards of Ethical Conduct for Government Officers and Employees' (as amended). Ethics in Government Act of 1978 (PL 95-521), 5 C.F.R. Section 734.603.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Individual's Supervisor (superior officer or official responsible for signing military evaluation reports or civilian performance ratings)-- to determine the existence of, and, if possible, to resolve, any real or apparent conflict between the personal financial interests of the individual concerned and the performance of his services for the Government.

Agency Legal Counsel--to (1) review the individual's statement and the supervisor's evaluation thereof for legal sufficiency, (2) to assist in the resolution of any conflicts disclosed in such statements, and (3) to maintain and safeguard the confidentiality of all such statements.

Directors of Defense Mapping Agency Components and Heads of Defense Mapping Agency Headquarters Major Staff Elements--for review, comment and appropriate action with respect to resolution of any real or apparent conflicts disclosed by the statement of an individual.

The Director, Defense Mapping Agency or the Staff Director of Personnel (as designee)--to review and take action on any conflicts not previously resolved.

Department of Justice--for possible use in investigation/prosecution of fraud or other violation of conflict of interest laws.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of employee.

SAFEGUARDS:

Buildings in which files maintained are not open to general public and are guarded on 24-hour basis. Records are maintained in combination safes and are accessible after completion of review only to Agency Counsel. Each submission and subsequent annual renewals are kept in individual, sealed

manila envelopes to prevent unauthorized disclosures.

RETENTION AND DISPOSAL:

These are temporary records. DD Form 1555 of each employee is maintained until his death, retirement or separation from the Defense Mapping Agency and for six (6) years thereafter at which time it is destroyed. SF 278 is retained six years from date of submission.

SYSTEM MANAGER(S) AND ADDRESS:

General Counsel, DMA Headquarters, Building 56, US Naval Observatory, Washington, D.C. 20305.

NOTIFICATION PROCEDURE:

Information may be obtained from:

General Counsel, DMA Headquarters, Building 56, US Naval Observatory, Washington, DC. 20305

Counsel Defense Mapping Agency Hydrographic/Topographic Center, Washington, D.C. 20315

Counsel Defense Mapping Agency Aerospace Center, St. Louis Air Force Station, Missouri 63118

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: General Counsel, DMA Headquarters Building 56, U.S. Naval Observatory, Washington, D.C. 20305.

Written requests for information should contain the full name and current address and telephone number of the individual. Visits will be arranged through the General Counsel, Headquarters DMA.

For personal visits, the individual should be able to provide some acceptable identification, such as a drivers license or an employer's identification card, and be prepared to provide some verbal information that can be verified with his file.

CONTESTING RECORD PROCEDURES:

The Defense Mapping Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Statements and related documents are obtained from the individual concerned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0401-03 HQHTA

SYSTEM NAME:

401-03 Legal Assistance Case Files

SYSTEM LOCATION:

Office of General Counsel, DMA Headquarters (HQ), and Office of General Counsel DMA Hydrographic/Topographic Center (HT), and Aerospace Center (A). See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel assigned to DMA who request legal assistance

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain legal opinions of the counsel regarding personal matters of an individual. Also copies of document prepared on behalf of the individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C. 3101; - Records Management by Federal Agencies

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Office of General Counsel - for consultation with individual involved, and for reference and precedent value.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper record in file folders and/or Kardex

RETRIEVABILITY:

Filed alphabetically by last name of employee

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

This record is a temporary record. Records are destroyed one year after completion of the case. Selected opinions and correspondence withdrawn for use as precedent may be held until no longer required for reference.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: General Counsel, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Request from military individual for legal opinion on a personal matter, opinions of council and documents prepared by counsil.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0402-05 HQHTA

SYSTEM NAME:

402-05 Legal Claims File

SYSTEM LOCATION:

Primary System - Office of General Counsel, DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), and DMA Aerospace Center (A); See DMA Directory for complete address listing.

Decentralized Segments - National Washington Record Center, GSA, 4205 Suitland Road, Suitland, Maryland 20409, Department of Army, Judge Advocate General, Pentagon, Washington, D.C.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DMA personnel having a claim against the Government for loss, damage, or destruction of personal property.

Any individual filing a tort claim against DMA for damages, loss or destruction of property and for personal injury or death resulting from negligence or wrongful act or omission of acts by DMA personnel and individuals against whom the Agency has legal claim.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's claims, related correspondence and processing papers, investigative reports, recommendations of the investigators and opinions of Counsel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C. 3101; - Records Management by Federal Agencies

28 U.S.C., Section 2671-2680, Federal Torts Claims Act.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Office of Counsel - Preliminary investigation and legal opinions for recommendation to high authority for further disposition of claim and in the case of Agency claims, for attempted settlement and/or litigation.

National Washington Records Center - To store and maintain inactive records; The Department of Justice in event of Litigation or designated local government representatives who have delegated authority to investigate and/or settle claims.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper record in file folders and/or Kardex book.

RETRIEVABILITY:

Filed alphabetically by last name of employee or by case name.

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Approved claims and agency claims - 10 year record, COFF on final action, inactive for one year, transfer to records holding area, hold nine years and destroy. Disapproved claims and claims involving personal injury or a minor, COFF on final action, hold one year inactive, transfer to records holding area, hold one year and transfer to Washington National Records Center. Hold 23 years and destroy.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: General Counsel, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Related forms, correspondence, investigative reports and information gathered in anticipation of litigation, and opinions of Counsel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0407-03 HQHTASID

SYSTEM NAME:

407-03 Congressional Correspondence Files (Civilian Personnel-Congressional Inquiries)

SYSTEM LOCATION:

Personnel Offices - See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any employee who has written their Congressman or Senator regarding their employment with the Agency

CATEGORIES OF RECORDS IN THE SYSTEM:

Includes employee's letter to Congressman or Senator, referral letter from Congressman's/Senator's Office to the Agency, documents related to the matter, Agency reply to Congressman/Senator

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 2954 - Information to Committee of Congress on Requests

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used to investigate and attempt to resolve employee problems conveyed to their Congressman/Senator

Officials of the Congressman's/Senator's Office

Personnel Office

Supervisors

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Filed alphabetically by last name of employee

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

RETENTION AND DISPOSAL:

Temporary Record - destroy after five years

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Correspondence and Internal Memos originated by Employees, Congressman, Senator, Personnel Office and Supervisors

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0408-11 HQHTASI

SYSTEM NAME:

408-11 Biography Files

SYSTEM LOCATION:

Public Affairs Officer, See DMA Directory for complete address

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All top management and other key personnel of DMA

CATEGORIES OF RECORDS IN THE SYSTEM:

Biographies; photographs; newspaper clippings and related documents pertaining to leading military and civilian personalities

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 USC 3101 - Records Management by Federal Agencies

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Public Affairs Office - for release on public relations and community affairs matters

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper record in file folders and/or Kardex book

RETRIEVABILITY:

Filed alphabetically by last name of employee

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

RETENTION AND DISPOSAL:

Record is Permanent. Destroy two years after transfer, separation or death of the individual concerned

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Public Affairs Officer, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

CONTESTING RECORD PROCEDURES:

The Agencys' rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Biographical data furnished by individual

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0502-03 HQHTA

SYSTEM NAME:

502-03 Master Billet/Access Record

SYSTEM LOCATION:

Primary System - Special Security/ Activities Division, Department of Computer Services, DMA Hydrographic/Topographic Center. Decentralized segments - HQ DMA, DMA Aerospace Center. See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All DMA employees and contractor personnel who have been granted a security clearance or indoctrinated for access to Sensitive Compartmented Information (SCI) and all personnel being considered for DMA employment. In addition, employees of other government agencies are included for the period during which their security clearance or SCI access status is permanently certified to DMA.

CATEGORIES OF RECORDS IN THE SYSTEM:

File may contain for an individual the following: name, rank/grade, military component or civilian status, social security number, SCI billet number and title, security clearance, SCI accesses authorized and held, date Background Investigation completed, date indoctrinated or debriefed, date and state of birth, DMA badge number and expiration date, and whether an authorized courier of SCI material.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. 12356, National Security Information, 2 Apr 1982.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records are used by DMA security personnel to identify and verify personnel granted security clearances or authorized access to SCI. Purpose of verification and identification is to control access to secure areas for use of classified information; for periodic reindoctrination (rebriefing) of employees for SCI access; for periodic security education and training; and for control and reissue of identification badges.

Information is also used to certify personnel SCI access status to other government agencies and to the Defense Intelligence Agency for updating the Security Management Information System.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system.

STORAGE:

Records are stored in computer memory core for retrieval through visual display terminals and line printers.

RETRIEVABILITY:

Files are retrieved by name and at least one other personal identifier, such as a date of birth, place of birth, social security number or military service number. Files may also be retrieved by billet number and/or DMA security badge number.

SAFEGUARDS:

Secured in alarmed vault in guarded building. Vault accessible only to properly cleared, authorized personnel. Transmission of system data between DMA Components is by Secure (encrypted) circuit.

RETENTION AND DISPOSAL:

Active records only are maintained. Records of personnel debriefed for SCI access are dumped on a debrief tape which is printed as an alphabetical listing cumulatively each month for one year, then the tape is erased. Old printed listing is destroyed when replaced by new printed listing (weekly).

SYSTEM MANAGER(S) AND ADDRESS:

Director, Defense Mapping Agency, ATTN: Special Security Office, Building 56, U.S. Naval Observatory, Washington, D.C., 20305

NOTIFICATION PROCEDURE:

Information may be obtained from Defense Mapping Agency, ATTN: Special Security Office, Building 56, U.S. Naval Observatory, Washington, D.C., 20305

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to above. Written requests for information should contain the full name of the individual, social security number, current address and telephone number. For personal visits, the individual should be able to furnish personal identification containing his/her full name, social security number, physical description, photograph, and signature.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Defense Mapping Agency, ATTN: Special Security Office, Building 56, U.S. Naval Observatory, Washington, D.C.

RECORD SOURCE CATEGORIES:

Information is supplied by the individual concerned through completion of the Personal History Statement DD398. The bases for billet entries are security clearance or access approval messages or correspondence from the Defense Intelligence Agency; bases for incumbent entries are indoctrination oaths executed by incumbents at time of indoctrination.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0502-03-2 HQHTASI

SYSTEM NAME:

502-03 Classified Material Access Files

SYSTEM LOCATION:

Primary System - Security Offices - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), and Inter American Geodetic Survey (I).

Decentralized Segments - Requesting offices at DMA and organizations requiring the access authorization. See DMA Directory for complete address listing.

DIA, JCS

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals authorized to have access to classified files

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents reflecting authorization to have access to classified material. They include forms containing individual's name, and signature, classification of files concerned, information desired, and signature of an official authorizing access.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 12356, National Security Information, Apr 2, 1982.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Security Office - Check of authorized individuals for access to classified material and guard authorization.

Requesting DMA organizations - to gain approval for employees to have access to perform their duty.

Requiring DMA and other Agencies - to allow employees the right to use classified information.

DIA - to verify who has been granted authority to Special Security information.

JCS - to verify who has been granted authority to use JCS papers.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper record in file folders and/or Kardex book.

RETRIEVABILITY:

File alphabetically by last name or grade of individual requiring access

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Temporary Record - Destroy on transfer, reassignment, or separation of the individual.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Report of investigating agency that conducted the background investigation.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0502-15 HQHTASI

SYSTEM NAME:

502-15 Security Compromise Case Files

SYSTEM LOCATION:

Primary System - Security Offices - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), and Inter American Geodetic Survey (I). See DMA Directory for complete address listing

Decentralized Segments - Dept. of Justice and FBI on felonies cases.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DMA personnel security violation

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents relating to investigations of alleged security violations, such as missing documents, unauthorized disclosure of information, unattended open security containers, documents not properly safeguarded and matters of a similar nature.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 12356, National Security Information, Apr 2, 1982.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Security Office - Conduct security investigations. Supervisors on a need to know basis and as a quick reference system on security violations.

Dept. of Justice and FBI - for advise on felony cases.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper record in file folders and/or Kardex book.

RETRIEVABILITY:

Filed alphabetically by last name of employee

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Temporary Record - Destroy two years after completion of final corrective or disciplinary action, except that records of violations of a sufficiently serious nature to be classed as felonies are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from System Manager.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination may be obtained from: System Manager.

RECORD SOURCE CATEGORIES:

Reporting organization or official

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0503-02 HTASI

SYSTEM NAME:

503-02 Security Identification Accountability Files

SYSTEM LOCATION:

Security Offices - DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), and Inter American Geodetic Survey (I). - See DMA Directory for complete address.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any Civilian employee

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains the application, supporting materials and the number of the identification badges.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. 12356, National Security Information, 2 Apr 1982.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To identify persons to whom badges are issued.

Purpose - Maintain accountability for identification cards.

Users - Supervisor, Personnel and Security Offices

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records kept in file folders by No. also in desk type cabinet.

RETRIEVABILITY:

Filed Alphabetically by name.

SAFEGUARDS:

Buildings, facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Temporary Record-Transfer to Records Holding Area after last card or badge number entered has been accounted for. Hold for three years and destroy.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be address to system manager

Written requests for information should contain the full name of the individual, current address and telephone number and the case (Control) number that appears with the office symbol, on all correspondence received from this office.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card and give some verbal information that could be verified with his 'case' folder.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations may be obtained from System Manager

RECORD SOURCE CATEGORIES:

Individual's badge request, personnel forms and investigatory findings.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0503-03 HTA

SYSTEM NAME:

503-03 Firearms Authorization Files

SYSTEM LOCATION:

DMA Hydrographic/Topographic Center (HT) and DMA Aerospace Center (A). See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Security guards that have been issued firearms and ammunitions

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents authorizing DMA civilian guards to carry firearms. Included are firearms authorization cards and related papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

50 U.S.C. 61; Arms and Ammunition issued to protect public property; reimbursement of Department of Army.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Collateral Security Division-Serves as a record for weapons serial numbers and firearms authorization cards issued to each Security Police.

Available to Federal and State local law enforcing agency as required by current laws and regulations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper record in file folders and/or Kardex book.

RETRIEVABILITY:

Filed alphabetically by last name of employee

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Temporary Record. Destroy upon expiration of authorization.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list.

Written requests for information should contain the full name of the individual, current address and telephone number, and social security number. Visits are limited to normal working hours.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Weapon serial number, and authorization of issue authorization card issued.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0503-04 HQHTAI

SYSTEM NAME:

503-04 Parking Permit Control Files

SYSTEM LOCATION:

Security Offices of Components - See DMA Directory for complete address

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have been issued parking Permits or cited for violations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents relating to the allotment of parking spaces, recording of violations by holders of parking permits.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

50 U.S.C. 797; Internal Security - Security Regulations and Orders; Penalty for Violation, and Delegations, Promulgation by President.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Security Offices - Issue of spaces and recording of violators.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records kept in file folders and desk type pull-out shelves.

RETRIEVABILITY:

Filed by name alphabetically

SAFEGUARDS:

Buildings and Facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Temporary-Record. Destroy on Transfer or separation of parking permit holder, or when permit is superseded or revoked.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, Hq. & Components. See DMA Directory for complete address listing.

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address, and telephone number, and social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified on employment.

CONTESTING RECORD PROCEDURES:

The Agencies' rules for contesting contents and appealing initial determinations may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Individuals requests for permits, copies of tickets issued.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0503-05 HQHTAI

SYSTEM NAME:

503-05 Vehicle Registration and Driver Record File

SYSTEM LOCATION:

DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), and Inter American Geodetic Survey (I). - See DMA Directory for complete address.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person privileged to operate a motor vehicle on a military instal- lation and who has been involved in a chargeable traffic accident or whose commission of a moving traffic violation has been verified.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains a record of issuance of decal and of all traffic offenses/ incidents and actions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

50 U.S.C. 797; Internal Security - Security Regulations and Orders; Penalty for Violation.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Security Office, to record all traffic offenses/incidents and action taken. State and Local Law Enforcement Agency for vehicle identifications.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

8'x5' paper cards in card file cabinet

RETRIEVABILITY:

Filed alphabetically by last name of employee

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

D Destroy one year after revocation or expiration.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, Hq. & Components. See DMA Directory for complete address listing.

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification and also some information that would verify his need to know.

CONTESTING RECORD PROCEDURES:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Report of traffic violation from Security police.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0503-09 HQHTASI

SYSTEM NAME:

503-09 Key Accountability Files

SYSTEM LOCATION:

Security Office, DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), and Inter American Geodetic Survey (I). - See DMA Directory for complete address.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals with keys to a secure area.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documentation relating to the issue, return and accountability for keys to secure areas.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. 12356, National Security Information, 2 Apr 1982.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Security Police - Periodic Inspections, reissuance of keys after locks have been changed.

Personnel - Reference checks on individuals with keys to secure areas.

Supervisors - Reference checks and daily use for information purposes.

OSD and DIA - Investigation of loss or destruction of secure area.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper Records in file folders

RETRIEVABILITY:

Filed Alphabetically by name

SAFEGUARDS:

Buildings, facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Temporary Record - Transfer to holding area, hold three (3) years then destroy.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should contain the full name of the individual, current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers' license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agencies' rules for contesting contents and appealing initial determination s may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Individual's key requests, personnel forms and investigatory findings.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0504-01 HQHTA

SYSTEM NAME:

504-01 Personnel Special Security Files

SYSTEM LOCATION:

Special Security/Activities Division - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A) - See DMA Directory for complete address

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DMA Military or civilian employees who have been assigned to positions that require access to Sensitive Compartmented Information (SCI).

CATEGORIES OF RECORDS IN THE SYSTEM:

Files consist of Special Security Office (SSO) security indoctrination and termination oaths; clearance and access certification messages; SSO security violation investigative reports if applicable.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. 12356, National Security Information, Apr 2, 1982.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide central file repository for all SSO security forms pertaining to the individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Filed alphabetically by last name of file subject.

SAFEGUARDS:

Buildings, facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Retained in active file during period subject is assigned to or employed by DMA, retained in inactive file for one year following reassignment or termination of employment, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

See Defense Mapping Agency, ATTN: Special Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individual current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from such sources as review of birth records; education records; credit and former employment records; interviews of named and developed references; check of local police and FBI files & check of subversive files.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 522a (j) or (k), as applicable. For additional information, contact the Systems Manager.

B0504-01-2 HQHTASI

SYSTEM NAME:

504-01 Personnel Security Files

SYSTEM LOCATION:

Primary System - Security Office, DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), Inter American Geodetic Survey (I). See DMA Directory for complete address.

Decentralized Segments - Cross reference index cards (i.e., Badge Requests Cards, Identification Cards, Guard Desk Roladex Identification Cards) with extracts of information contained in primary files are maintained on file in Security Office of each DMA element.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Those military, civilian, and industrial personnel who are assigned to, employed by DMA; whose official duties, responsibilities and/or contracts require that they have access to classified defense information which has been entrusted to or is under the Defense Mapping Agency.

CATEGORIES OF RECORDS IN THE SYSTEM:

File Contains individual's certificate of clearance indicating level of access individual is cleared for, date clearance was issued, type of investigation conducted, date investigation was completed and identification of agency that conducted the investigation. Additionally, contained in the file are; copy of Statement of Personal History (DD Form 398), individual's certification that he/she has read and understands both the Department of Defense and Agency security directives and instructions regarding the protection of classified defense information; individual certification that he/she understands responsibilities for protection of North Atlantic Treaty Organization (NATO), material to a lesser extent some files will contain individuals certification that he/she has been briefed for access to NATO Top Secret (COSMIC); NATO Top Secret Restricted Data (ATOMAL); Single Integrated Operational Plan (SIOP); Extremely Sensitive Information (ESI); Atomic Energy Commission, Restricted Data (RD); and Atomic Energy Commission, Critical Nuclear Weapons Design Information (CNWDI).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

EO 12356, National Security Information, Apr 2, 1982.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

DMA SO - This information is maintained as a means to insure that each and every individual assigned to, employed by or contracting with the HQ DMA has been cleared for the level of access to classified information that is necessary for accomplishment of his official duties. These records further insure that each individual is made aware of his responsibilities regarding the protection and safe guarding of any classified information entrusted to him.

Other Governmental Agencies - Information regarding any individual's clearance and level of access. This enables DMA personnel to conduct official business requiring security clearance, with other governmental agencies.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Alphabetically by name of individual

SAFEGUARDS:

Buildings are located on guarded government installation with security guards and alarms. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are maintained in an active status only for the period of time that the individual is actually assigned to, employed by or contracting with DMA. When the individual terminates his association with DMA, the records are maintained in an inactive status for the period of one year and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The agencies' rules for contesting contents and appealing initial determinations may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Individual's certificate of clearance originates in HQ DMA Special Security Office (SSO) based on notification of personnel investigation by either the Office of Personnel Management or the Defense Investigative Agency. Certification of clearance for military personnel will be certified by the individuals' parent service. Much of the routine information in these records such as name, date and place of birth, etc., is obtained during the individual's initial processing which is usually accomplished on his first duty day. Other information such as type of investigation, date of investigation, etc., is obtained from such investigating agencies as the OPM, Defense Investigative Service (DIS), etc. The records are updated as new information is received regarding the individual's clearance and access.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0504-01-3 HQHTA

SYSTEM NAME:

504-01 Personnel Security Investigative Files

SYSTEM LOCATION:

Primary System - Special Security Offices, DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A) - See DMA Directory for complete address.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Those military and civilian personnel who are assigned to or employed by the Defense Mapping Agency and whose duties require access to classified defense information and who have therefore been investigated under the provisions of Department of Defense regulations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files consist of two parts, one part subject two exemption of 552a(K)(5) from review one part available for review. Part (I) Exempted consists of National Agency Checks with Written Inquiries (NACI); Background Investigations (BI) Special Background Investigations (SBI); Bring-up Investigations (BU). Part (2) Available for review consists of National Agency Checks (NAC).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

EO 12356, National Security Information, Apr 2, 1982.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Defense Mapping Agency - to determine eligibility for access to classified defense information and to conduct continuing Security Program

Defense Intelligence Agency - to determine eligibility for access to Sensitive Compartmented Information, applicable to Special Security Office access.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of file subject.

SAFEGUARDS:

Buildings, facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Retained in active file during period subject is assigned to or employed by DMA, retained in inactive file for one year following termination of subject's assignment or employment, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Special Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agencies' rules for contesting contents and appealing initial determinations may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Investigations are originated based on applicant's application for employment Source of information are inquiries of birth, education, local police, federal police agency files, credit, neighborhood, personal references, etc.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 522a (j) or (k), as applicable. For additional information, contact the Systems Manager.

B0601-01 HQHTASI

SYSTEM NAME:

601-01 Civilian Personnel Program Reporting Files (Master File Printout)

SYSTEM LOCATION:

Personnel Offices. See DMA Directory for Complete Address Listing

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual employed by the Agency.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains Name, Social Security Number, Date of Birth, Sex, Service Computation Date, Location, Job Title, Grade, Series, Step, Salary, Life Insurance, Health Benefits, Organization Code, Nature and Date of Last Action Tak en, Veteran's Preference, Retirement Deductions, Type of Appointment, Master Tapes, etc.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 12107, 12/28/78; Relating to the Civil Service Commission and Labor-Management in Federal Service

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide consolidated source of pertinent information on employees for internal requests for information and internal reports. Provides records of information transmitted to OPM Central Personnel Data File. Available to the Office of Personnel Management (OPM).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer Printout paper

RETRIEVABILITY:

By organization, grade level, alpha by name

SAFEGUARDS:

Buildings/facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Temporary. Destroy after six months.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Digest of Information from existing Personnel Files.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0601-01-2 HTA

SYSTEM NAME:

601-01 Civilian Personnel Program Reporting Files (Employee Retirement Record)

SYSTEM LOCATION:

Primary System - Personnel Office, See DMA Directory for complete address listing

Decentralized Segments - Department of Computer Services

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual employed by DMA Hydrographic/Topographic Center who is qualified for retirement

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains names of employees eligible for optional retirement within next five years. Contains name, job title, earliest retirement date, Date of Birth, Service Computation Date, Pay Plan, Grade, Step, Series, Organization Code.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 12107, 12/28/78; Relating to the Civil Service Commission and Labor-Management in the Federal Service

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Supervisory management planning purposes and personal benefit of individuals concerned- Available to the Office of Personnel Management (OPM).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer printout and tape

RETRIEVABILITY:

By organization, alpha by last name

SAFEGUARDS:

Building facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Printout
Temporary - Destroy after five years
Tape - updated periodically

SYSTEM MANAGER(S) AND ADDRESS:

DMA Hydrographic/Topographic Center, ATTN: Personnel Office, Room 170, Erskine Hall, 6500 Brookes Lane, Washington, D.C. 20315

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Personnel Master File computer tape in Department of Computer Services

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0601-01-3 A

SYSTEM NAME:

601-01 Personnel Assistance Files

SYSTEM LOCATION:

DMAAC Civilian Personnel Office. See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Aerospace Center personnel discussions with the Personnel Office.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains memorandums for record concerning Planned Assistance Visits.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

21 USC 1175

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of the file is to record employee's visits to Personnel Office and discussions with Personnel Office personnel concerning their questions, advice, or complaints.

User is the Personnel Office staff.

User utilizes the information to keep records of employees' visits and have a record of discussions concerning employee questions, advice, or complaints.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Papers and memorandums.

RETRIEVABILITY:

Filed categorized by Directorates, Staff Agencies, and Departments, and then filed alphabetically by employee last name after that.

SAFEGUARDS:

Facility employs security guards. Records are locked in file cabinets by division secretary's desk when not in use. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Temporary record. Destroyed after 5 years.

SYSTEM MANAGER(S) AND ADDRESS:

DMAAC Director of Civilian Personnel. See DMA Directory for complete address listing.

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to System Manager

Written requests for information should contain the full name of the individual, current address and telephone number, and social security number. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification; that is, driver's license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Backup material on employee visits to Personnel Office.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0601-03 HQHTASI

SYSTEM NAME:

601-03 Personnel Data System - Civilian (PDS-C)

SYSTEM LOCATION:

Civilian Personnel Offices - See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and former DMA civilian employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Civilian employment information including authorization for position, personnel data, suspense information; position control information; projected information and historical information; civilian education and training data; performance appraisal, ratings, evaluation of potential; civilian historical files covering job experinece, training and transactions; civilian awards information, merit promotion plan work files; career programs files for such functional areas as procurement, logistics, civilian personnel, etc., civilian separation and retirement data for reports and to determine eligibility; adverse and disciplinary data for statistical analysis and employee assistance; stand-along file, as for complaints, enrollee programs; extract files from which to produce statistical reports in hard copy, or for immediate access display on remote computer terminals; miscellaneous files.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S. Code 301 and 44 U.S. Code 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide automated system support to DMA officials at all levels from that part of the Office of Personnel Management (OPM) required personnel management and records keeping system that pertains to evaluation, authorization and position control, pay, position management, staffing skills inventory, career management, training, retirement, employee services, rights and benefits, merit promotions, demotions, reductions in force, complaints resolution, labor management relations, and the suspensing and processing of personnel actions; to provide for transmission of such records between employing activities within the Defense Mapping Agency; to provide reports to the OPM; to provide reports of military reserve status to other armed services for contingency planning; to obtain statistical data on the work force to fulfill internal and external report requirements and to provide DMA offices with information needed to plan for and evaluate manpower, budget and civilian personnel programs, to provide minority group designator codes to the OPM's automated data file, to provide the Office of the Assistant Secretary of Defense, Manpower Reserve Affairs and Logistics, with data to assess the effectiveness of the program for employment of women in executive level positions; to provide data to DMA officials to facilitate the assessment of the DMA Affirmative Action Plan for minorities and women; to obtain listings of employees by function or area for locator and inventory purposes; disclosed to officials of labor organizations recognized under Executive Order 11491, as amended, when relevant and necessary to their duties of exclusive representation concerning personnel policies and practices and matters affecting working conditions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/cabinets, card files, computer magnetic tapes, disks or drums, computer paper printouts, microfiche.

RETRIEVABILITY:

Filed by name, Social Security Account Number (SSAN), other identification number or system identifier. The primary individual record identifier in APDS-C is SSAN. There is the added capability of selecting an individual's record or certain preformatted information by SSAN on an immediate basis using a teletype or cathode ray tube display device.

SAFEGUARDS:

Records are accessed by custodian(s) of the record system. Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets. Records are stored in safes. Records are stored in vaults. Records are stored in locked cabinets or rooms. Records are protected by guards. Records are controlled by computer system software.

RETENTION AND DISPOSAL:

Analog output products are retained in office files until superseded, obsolete, no longer needed for reference, or inactivated. They are then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Data stored digitally within system is retained only for the period required to satisfy recurring processing requirements and/or historical requirements. The

Notification of Personnel Action, Standard Form 50, is disposed of as directed by the OPM, work files and records such as the employee career brief, position survey work sheet, retention register work sheet, alphabetic and social security account number locator files, and personnel and position control register are destroyed after use by tearing into pieces, shredding, macerating, or burning work sheets pertaining to qualification and retention registers are disposed of as directed by the OPM; transitory files such as pending files, and recovery files are destroyed after use by degaussing files and records retrieved through general retrieval systems are destroyed after use by tearing into pieces, shredding, pulping, macerating, or burning. The separated employee file retains employee information at time of separation for five years after which the employee's record is destroyed by degaussing.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to above.

Written requests for information should contain the full name of the individual, Social Security Number, current address and telephone number.

For personal visits, the individual should be able to furnish personal identification containing his/her full name, Social Security Number, physical description, photograph and signature.

CONTESTING RECORD PROCEDURES:

The Agency rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Digest of information from existing Personnel Files and management/employee source documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0602-06 A

SYSTEM NAME:

602-06 Differential and Allowance Files

SYSTEM LOCATION:

Civilian Personnel (POX), DMAAC, 2nd & Arsenal St., St. Louis, Mo. 63118

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Aerospace Center civilian employees serving overseas; rated eligible for foreign post differential and allowance.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains copies of DD Form 1351-2, memorandums and letters concerning differential and allowances.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

21 USC 1175

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purpose of file is to record documentation (memorandums and letters) of employee's eligibility for foreign post differential, foreign quarters, and post allowance.

Users of the information are the Personnel Office staff members.

User utilizes the file as a reference folder for future transactions of similar nature.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by employee last name.

SAFEGUARDS:

Buildings and facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Files are retained and maintained in Current Files Area (CFA). Temporary Record - Destroyed upon separation of employee.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Civilian Personnel (POX). See DMA Directory.

NOTIFICATION PROCEDURE:

Information may be obtained from System Manager.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: See System Manager.

Written requests for information should contain the full name of the individual, current address and telephone number, and social security number. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification; that is, driver's license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Department's rules for contesting contents and appealing initial determinations may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Foreign allowance application, grant, and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0604-03 HOHTASI

SYSTEM NAME:

604-03 Active Application Files (Applicant Supply Files)

SYSTEM LOCATION:

Primary System - DMA Personnel Offices. See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual job applicants

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains rated applications for positions of Clerk-Typists or Clerk-Steno, test results

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 12107, 12/28/78; Relating to the Civil Service Commission and Labor-Management in the Federal Service

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by Personnel Office to fill position vacancies for Clerk-Typist and Clerk-Steno positions up to GS-4 level, exchange with other organizations, such as NIH, subject to periodical inspection by the Office of Personnel Management.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper record in file folders and file cabinets

RETRIEVABILITY:

Filed alphabetically by last name of employee

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Temporary. Destroy after two years

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Department's rules for contesting contests and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Applications and tests completed by job applicants

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0604-04 HTA

SYSTEM NAME:

604-04 Pending Application Files

SYSTEM LOCATION:

Civilian Personnel Offices - DMA Hydrographic/Topographic Center (HT) and DMA Aerospace Center (A) See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian personnel concerned.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record of personnel applying for positions with DMA whose application is pending due to lack of qualifications, declining or not available for appointment. Applicants for whom there are adequate OPM registers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

21 USC 1175

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used to document individual's consideration for appointment.

Personnel Office, concerned employees, employee representatives, and authorized inspectors of the Office of Personnel Management.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by employee last name.

SAFEGUARDS:

Buildings and facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Temporary record. Destroy in CFA after 2 years or on receipt of OPM inspection report.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to System Manager

Written requests for information should contain the full name of the individual, current address and telephone number, and social security number. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification; that is, driver's license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Department's rules for contesting contents and appealing initial determinations may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Applications from individuals concerned--qualification statements.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0605-01 HQHTASID

SYSTEM NAME:

605-01 Equal Employment Opportunity Reporting Files

SYSTEM LOCATION:

Primary System - Staff Offices, Department, Division and Branch Offices, All Components. See DMA Directory for complete address listing.

Decentralized Segment - Components and organizations of DMA

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees of DMA and Components

CATEGORIES OF RECORDS IN THE SYSTEM:

Social security number, statistical by organization/minority designation

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 12106, 12/28/78; Transfer of Certain Equal Employment Enforcement Functions

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by the Equal Employment Opportunity Office only to identify minorities and for statistical purposes. Can be subject to submission to OPM for inspection or central EEO office - counselors investigators have access to files.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tapes, vertical file cards and computer paper printouts.

RETRIEVABILITY:

Social Security Number

SAFEGUARDS:

Information available only to Equal Employment Opportunity Office. Information kept in locked cabinets.

RETENTION AND DISPOSAL:

Destroy after five years.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Existing Personnel Records

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0605-03 HQHTASID

SYSTEM NAME:

605-03 Equal Employment Opportunity Complaint Case Files

SYSTEM LOCATION:

DMA and Component organizational EEO Office

see DMA Directory for complete Address Listing

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any employee who files a complaint of discrimination

CATEGORIES OF RECORDS IN THE SYSTEM:

All documents pertaining to specific complaints of discrimination.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 12106, 12/28/78; Transfer of Certain Equal Employment Enforcement Functions

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

EEO Office - to process complaints; counselors have access;

Personnel Office - to concur or non-concur with proposed disposition

Office of Counsel - formal investigation; Complainant's designated Representative

HQ DMA - to concur or non-concur with proposed decision

Office of Personnel Management - appeal from initial agency decision; Department of Justice in event of litigation.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in folders in barred containers

RETRIEVABILITY:

By name of complainant

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Components - maintained until final decision

Temporary Record - destroyed after five years

HQ DMA - permanent

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Complaints, transmittal letters, investigative data and summaries, hearing transcripts, finding of fact statements, final disposition reports, acceptance statements, withdrawl notices, and similar or related documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0606-01 HQHTASI

SYSTEM NAME:

606-01 Official Personnel Folder Files

SYSTEM LOCATION:

Primary System - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), Inter American Geodetic Survey (I) - See DMA Directory for complete address listing.

Decentralized Segments - National Personnel Records Center, St. Louis, MO

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees

Indebtedness - Allegations of indebtedness made by creditors to Personnel Office requesting help

CATEGORIES OF RECORDS IN THE SYSTEM:

File contain documentation of all official personnel action taken on an employee regarding Federal service including verification of military service.

Indebtedness - copies of court judgements, responses to claim and counseling records

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 12107, 12/28/78; Relating to the Civil Service Commission and Labor-Management in the Federal Service

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Personnel Office - serves as the official personnel record of an employee's Federal Service

Supervisory - Merit Promotion Plan

National Personnel Records Center, St. Louis, MO. - to give information to individuals concerned after retirement or separation from government service.

Any regulatory authority such as OPM

Indebtedness - counseling, possible use in court proceedings, supervisors and personnel for disciplinary actions

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Alphabetically by last name

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Temporary Record - retained in active file until employee separates. Upon separation from Federal Service, file sent to National Personnel Records Center. Upon transfer to another Agency, file is sent to Agency's personnel office. Destroyed at NPRC after 75 years after date of birth.

Indebtedness - destroyed upon separation of individual.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to System Manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager

RECORD SOURCE CATEGORIES:

Personnel forms completed by employee and Personnel Office regarding Federal employment.

Personnel Office - notification of personnel action, pay changes, change of address, change of health benefits and life insurance, letters of reprimand, verification of military service, educational transcripts. Documents generated by Civil Service Commission such as test scores, notices of ratings.

Indebtedness - official court judgements or court orders. Employees responses and creditors requests for help.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0606-02 HQHTASI

SYSTEM NAME:

606-02 Employee Service Record File

SYSTEM LOCATION:

Primary System - Personnel Office and each organizational field activity

Decentralized Segments - Records Holding Area, Records Management Division (For HT files only) - See DMA Directory for complete address

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual employed by HQ,HT,A,I

CATEGORIES OF RECORDS IN THE SYSTEM:

Card contains a summary of all personnel actions on SF-50's or pay change actions during employment of the individual concerned.

Log and disposition contains name, social security number, date of birth, when and where official Personnel Folder was sent from Personnel Office

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 12107, 12/28/78, Relating to the Civil Service Commission and Labor-Management in the Federal Service

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Personnel - Card index control of personnel actions on employees and organizational control, updated

Supervisory - Statistical Purposes

Log - used by Personnel to verify employee

Records Holding Area, Records Management Division - to furnish certain information (Permanent or Temporary; Salary; How long employed; Date of birth) to other Government agencies, commercial or credit organizations, verification of employment, reasons for leaving, birth date, date of employment, information to be given to FBI, OPM on dates of employment.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Card (SF 7) and Log Book

RETRIEVABILITY:

Card by organization, grade level, alphabetically by name. Log - by date

SAFEGUARDS:

Building/facility employs security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Temporary Record. Card (SF 7) - COFF inactive files every five years. Transfer to Records Holding Area five years after cut off. Destroy in Records Holding Area after ten years. Log - retained in Personnel, destroyed after 15 years.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card and give some verbal information that could be verified

CONTESTING RECORD PROCEDURES:

The Agencys' rules for contesting contents and appealing initial determination may be obtained from: System Manager.

RECORD SOURCE CATEGORIES:

Card Entries - Supervisory - SF 52 action, pay actions, performance appraisals

Personnel and OPM Automatic Pay Actions

Log - Personnel Clerk entries

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0606-03 HQHTA

SYSTEM NAME:

606-03 Expert and Consultant Data Files

SYSTEM LOCATION:

Personnel Offices - See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual employed as an expert or consultant with DMA

CATEGORIES OF RECORDS IN THE SYSTEM:

Employment and education history, salary data, statement of duties or functions proposed for the expert/consultant.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 3101 - Authority for Employment

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of collecting the information is to evaluate the merits of proposed appointments of consultants/experts and to meet OPM requirements to maintain such records.

The information is used to obtain final approval by DMA/DOD on proposed appointments of experts/consultants.

Supervisors, Personnel, OSD officials, OPM.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Alphabetically by name.

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Temporary. Destroy 2 years after separation of employee.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Personnel actions recorded for supervisory records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0606-05 HQHTASI

SYSTEM NAME:

606-05 Adverse Action Files

SYSTEM LOCATION:

Personnel Offices DMA. See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees who have had adverse action taken against them.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of notice of proposed adverse action, the material relied on by the Agency to support the reasons in that notice, any answer made by the employee and the notice of decision.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 71, Federal Service Labor Management Relation Status

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To maintain records on adverse actions for use in employee appeals or grievances and as documentation in further adverse actions against an employee, information from file could be used in appeal cases to the Office of Personnel Management, can be used by both counsel and union in cases of representation.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Filed alphabetically by last name of employee

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

This is a temporary record. Destroy after 10 years unless employee appeals; in which case, transfer to File No. 610-03 (Appeals and Grievances)

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

All documents related to adverse actions, such as removal, suspension, furlough without pay, and reduction in rank or pay for cause other than reduction-in-force. Notices of proposed action, employee's reply, statement of witness, notice of decision, and similar documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0607-01 HQHTASI

SYSTEM NAME:

607-01 Personnel Locator Files (Alpha Listing)

SYSTEM LOCATION:

Primary Personnel Offices - See DMA Directory for complete listing.

Decentralized Segments - Computer Services - DMA Hydrographic/ Topographic Center (HT) and DMA Aerospace Center (A).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any civilian individual employed by DMA

CATEGORIES OF RECORDS IN THE SYSTEM:

Alphabetical file contains name, job title, job number, social security number, date of birth, service computation date, pay plan, grade, step, series, organization code.

Social Security Listing - Contains social security number and name.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 7301 - Regulation of Conduct - Presidential Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Alpha listing - To locate employees by organization and job title and perform certain internal reports and internal requests for information within the Personnel Office within the Agency.

Social Security Number Listing - To locate an employee when social security number only is known. Used when working with error listings sent by the Office of Personnel Management Central Personnel Data File.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer Printout Paper

RETRIEVABILITY:

Alphabetically by last name
Social Security Number

SAFEGUARDS:

Building/Facility employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Alphabetical Listing - Temporary - Destroy after 6 months.

Social Security Number Listing

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Personnel Master File Computer Tape located in Department of Computer Services

Personnel Master File - Tab run

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0607-03 HQHTASI

SYSTEM NAME:

607-03 Chronological Journal Files

SYSTEM LOCATION:

Personnel Offices - DMA Hydrographic/Topographic Center (HT) and DMA Aerospace Center (A). See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any civilian employee of the Agency who has a personnel action pertaining to him.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains all personnel actions for which an SF 50, Notification of Personnel Action is required.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. 12107, 12/28/78, Relating to the Civil Service Commission and Labor-Management in the Federal Service

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Monthly strength reports - Internal, DoD and the Office of Personnel Management (OPM).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper file of SF 50 in file folders

RETRIEVABILITY:

By date, organization, alphabetical by name

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Temporary. Destroy after 2 years in current files area

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial

determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Typed from SF 52, Request for Personnel Action from either management or the Personnel Office.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0608-06 HQHTASI

SYSTEM NAME:

608-06 Civilian Training Files

SYSTEM LOCATION:

Civilian Personnel Offices - See DMA Directory for complete address

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any civilian employee receiving training in Government and non-government facilities

CATEGORIES OF RECORDS IN THE SYSTEM:

Central Personnel Data Reports; Career Plans for certain Executives and Managers, GS-13 and above; Documents reflecting nominations, enrollment, registration, records of training and related material; contract training in non-government and government facilities.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 11348, - Providing for Further Training of Government Employees; 4/22/67

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Civilian Personnel Office - for reporting training

OPM for review

Supervisory Personnel - access to file for review

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Appropriate folder by name of individual, social security number and type of training

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

RETENTION AND DISPOSAL:

Training reports files are destroyed after five years; contract files are destroyed 3 years after completion of training or upon expiration of obligated service agreement; all other training records are reviewed annually and the portion pertaining to individuals no longer employed with the Agency are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from System Manager

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agencys' rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Individuals, interagency - professional institutions

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0609-01 HQHTASI

SYSTEM NAME:

609-01 Referral and Selection Files

SYSTEM LOCATION:

Personnel Offices - See DMA Directory for complete address

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All applicants for positions

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains position vacancy announcements and records of persons applying, their ratings and the persons referred and selected for the vacancy

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 12107, 12/28/78, Relating to the Civil Service Commission and Labor-Management in the Federal Service

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To maintain a record of employees selected under the Civilian Personnel Office, Promotion Panel, EEO, Personnel, OPM

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Envelopes in file cabinets

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

B By vacancy announcement number

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

RETENTION AND DISPOSAL:

Temporary - destroy after two years

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personnel visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Information is provided by employee, their supervisor, and the selecting official

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0609-07 HQHTAI

SYSTEM NAME:

609-07 Individual Overseas Employment Referral Files

SYSTEM LOCATION:

Personnel Offices - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A) - See DMA Directory for complete address

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual registered in the Overseas Employment Referral Program

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains documents on employees registered in Overseas Employment Referral Program. Includes application, name, skills, grade levels, locations, for which registered, offers received and action taken, correspondence with registrant, date dropped from system and reasons.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 3101 - Authority for Employment

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Place employees in automated Overseas Employment Program

Any agency employing personnel overseas

Supervisors

Personnel Office

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Alphabetically by last name

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Temporary - Destroy 2 years after individual is dropped from system.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Form completed by employee with advice of personnel representatives.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0609-11 HQHTA

SYSTEM NAME:

609-11 Repromotion Eligibility Files

SYSTEM LOCATION:

Personnel Office - DMA Headquarters (HA) DMA Hydrographic/Topographic Center (HT) DMA Aerospace Center (A) - See DMA Directory for complete address.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual demoted without personal cause and eligible for placement to former or higher grade.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains documents on employees demoted without personal cause and eligible for placement in former or higher grade. Included are lists or cards recording names, title, grade, and position for which employee meets minimum qualification requirements.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 3101 - Authority for Employment

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Internal users, uses and purposes - Personnel Office; Supervisors; Selecting Officials. Personnel Office to advise and assist supervisors and selecting officials in determining if a downgraded employee meets minimum qualification requirements for a vacant position. External users, uses and purposes - None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, computer printouts, or cardex files.

RETRIEVABILITY:

Filed alphabetically by job title, competitive level code, name of employee.

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in locked containers in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Temporary record. Destroy when employee is placed in former or higher grade.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual current address and telephone number, social security number. Visits are limited to normal working hours.

For personal visits the individual should be able to provide some acceptable identification; that is, driver's license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Information pertaining to individuals in the systems either supplied by the individual, or extracted from the official Personnel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0610-01 HQHTASI

SYSTEM NAME:

610-01 Hours of Work Files

SYSTEM LOCATION:

Personnel Offices - See DMA Directory for complete address

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees who request change in hours of work.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains employees name, reason for desiring change in work hours, decisions to approve or disapprove.

Supervisors, Personnel Office, Office of Comptroller

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 7301 - Regulation of Conduct - Presidential Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used to show changes in hours of work of individuals.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Alphabetically by name

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Destroy one year after no longer effective

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Individuals originating request review of approval or disapproval by supervisor.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0610-03 HQHTASID

SYSTEM NAME:

610-03 Appeals Files

SYSTEM LOCATION:

DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Inter American Geodetic Survey (I), Office of Distribution Services (D). - See DMA Directory for complete address.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees who file an appeal to a removal, suspension for more than 30 days, furlough and reduction in rank or pay.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contain copies of; notice of proposed action, supporting evidence, employee reply, notice of decision, record of when a hearing is held

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 11787 - Revoking Executive Order No. 10987, Relating to Agency Systems for Appeals from Adverse Actions 5 USC 7512, 7701

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Maintained for use in appeal proceedings.

Personnel Office

Employee Representative

Supervisors

Hearing Officer

Office of Personnel Management.

Equal Employment Opportunity

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and magnetic tapes

RETRIEVABILITY:

Filed alphabetically by last name of employee.

SAFEGUARDS:

buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

RETENTION AND DISPOSAL:

Destroy in current files area after seven years unless appeal is still pending.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Supervisors, employee, witnesses.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0610-03-2 HQHTASID

SYSTEM NAME:

610-03 Grievance Files

SYSTEM LOCATION:

Civilian Personnel Offices - See DMA Directory for complete address

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees who have filed a grievance.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains correspondence relative to grievance, investigation report, decision by management at various steps of procedure, supporting evidence. Hearing record, Examiners Report, Grievance decision.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. l302, 330l, 3302
Executive Order ll49l as amended

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To evaluate the merits of employee grievances and to make decisions on grievances

Personnel Office, Employee Representative, Supervisors Grievance Examiner, Office of Personnel Management, Equal Employment Opportunity Officer, Local Union Officials

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper Records in file folder - magnetic tape recording when a hearing is held

RETRIEVABILITY:

Filed alphabetically by last name of employee.

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Temporary Record - destroy after seven years unless appeals are pending

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Supervisors, employee, witnesses and grievance examiners

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0611-01 HTAI

SYSTEM NAME:

611-01 Reduction in Force Card Files

SYSTEM LOCATION:

Civilian Personnel Offices - See DMA Directory for complete address

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees at Agency

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains reduction-in-force data; including name of employee, date, position, grade, last performance rating, competitive level code and similar information

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 3502; Order of Retention

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To construct retention register in event of reduction in force

Employees, Union Officials, Personnel, Supervisors

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper cards in card boxes

RETRIEVABILITY:

Alphabetically by job title, competitive level code, name of employee

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

RETENTION AND DISPOSAL:

Temporary - destroy upon separation of employee or upon updating

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agencys' rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Official Personnel Folder and SF 7, Service Record Card

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0611-03 HTAI

SYSTEM NAME:

611-03 Retention Register Files

SYSTEM LOCATION:

Personnel Offices - See DMA Directory for complete address Listing

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees at Agency

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains retention groups of employees according to tenure, length of service, performance ratings and veterans preference.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 3502; order of Retention

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To determine ranking of employees in the event of reduction-in-force

Employees, Union officials, Personnel, Supervisors

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

By competitive level code - individual name

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

RETENTION AND DISPOSAL:

Temporary - destroy after two years unless appeals are pending

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agencys' rules for contesting contents and appealing initial determination may be obtained from System Manager

RECORD SOURCE CATEGORIES:

Reduction-in-Force Card Files - Official Personnel Folder - Service Record Card (SF 7)

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0612-01 HQHTAI

SYSTEM NAME:

612-01 Basic Labor Relations Files

SYSTEM LOCATION:

Personnel Offices - See DMA Directory for complete address listing

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian Employees who file grievances under negotiated grievance procedure.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains correspondence relative to grievance, decisions by supervisors at various steps of procedure and report of arbitrator when abitration is requested.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 71, Federal Service Labor-Management Relations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To resolve labor management disputes

Supervisors, Personnel Office, Union representatives, arbitrator, Federal Labor Relations Counsel, DoD.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper Records in file folders

RETRIEVABILITY:

Alphabetically by name

SAFEGUARDS:

Buildings or facility employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Temporary Record. Destroyed after 7 years unless appeals are pending.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Supervisor, Labor Organizations, Employee, Arbitrator, Witnesses.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0613-05 HQHTASID

SYSTEM NAME:

613-05 Incentive Awards

SYSTEM LOCATION:

Civilian Personnel Offices - See DMA Directory for complete address

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees who have submitted a beneficial suggestion.

Civilian employees who have been recommended for an award.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents related to submitting, evaluating, and approving or disapproving each award; includes suggestion and performance awards

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. Section 4502, 4503, 4504 and 4506; Incentive Awards

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used as a basis for awarding employees

Suggestions - save money, increase efficiency, improve morale

Statistical Reports containing number of awards, amount of money saved

Employees (originate), Supervisors or official who evaluate suggestions, Incentive Awards Boards, Personnel Office, Office of Personnel Management.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Filed by Fiscal Year. Suggestion - sequential numerical code

Performance Awards - individuals name, alphabetical

SAFEGUARDS:

Stored in locked file cabinet

RETENTION AND DISPOSAL:

Temporary Record - destroy two years after final action

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agencys' rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Suggestions received from employees, Suggestion Evaluations and Performance awards received from supervisors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0614-01 HT

SYSTEM NAME:

614-01 Official Records (Military) Files and Extracts

SYSTEM LOCATION:

Military Personnel Office, DMAHTC - See DMA Directory for complete address.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military Personnel assigned to DMA

CATEGORIES OF RECORDS IN THE SYSTEM:

Navy-Documents as required by Bureau of Naval Personnel Manual (BUPERSMAN) NAVPERS 1579l.B.

Army-Documents as required by Army Regulation 640.l0

Enlisted and Officer personnel folders - co

Statement of Military History, Qualification Records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C. 3l0l

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Heads of major staff elements to determine the acceptability of an individual nominated by the parent service for a DMA Position.

For Review by appropriate DMA Officials responsible for the preparation of efficiency/fitness/effectiveness reports and award recommendations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Alphabetically by name of individual

SAFEGUARDS:

Buildings, facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Permanent Record. Retained until departure of individual DMA, MPRJ handcarried to transfer point by individual upon separation from the service and subsequently retired to National Records Center (Military Records) 9700 Page Boulevard, St. Louis, MO 63l32.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to System Manager

Written requests for information should contain the full name of the individual current address and telephone number, service number on all correspondence received from this office. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification cards, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Department's rules for contesting contents and appealing initial determinations may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Information is obtained from the individual's Service Military Personnel Center, the individual's rating official within the DMA and the individual concerned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0614-02 HTA

SYSTEM NAME:

614-02 Military Services Administrative Record Files

SYSTEM LOCATION:

Directorate of Administration, DMAAC; Military Personnel Division, DMAHTC. See DMA Directory for complete mailing address.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military Personnel assigned to DMA Hydrographic/Topographic Center and DMA Aerospace Center.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains letters, memorandums, emergency data, and assignment actions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

21 USC 1175

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of collecting the information is to maintain information to act as a liaison between individual, DMA, and Servicing CBPO's.

User of the collected information is the Commander, Military Personnel Division, and the individual.

User utilizes the collected information to have available information when needed on assigned military personnel.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by employee last name.

SAFEGUARDS:

Buildings and facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Destroy in accordance with parent service directives.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Administration, DMAAC and Military Personnel Division, DMAHTC. See DMA Directory for complete address listing.

NOTIFICATION PROCEDURE:

Information may be obtained from System Manager

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address and telephone number, and social security number. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification; that is, driver's license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Leave records, finance documents, transmittals, personnel rosters, physical examinations, personnel actions, locator cards, trip reports, copies of orders/reassignments.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0615-07 HQHTASI

SYSTEM NAME:

615-07 Safety Awards Files

SYSTEM LOCATION:

Logistic Offices. See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any DMA Driver

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains list of the names of drivers who have received safe driver awards. All correspondence between the Safety Office and the National Safety Council

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 4503 - Agency Awards

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Safety Office - used to document and present safe driver awards

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Filed alphabetically by name

SAFEGUARDS:

Buildings and facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained

RETENTION AND DISPOSAL:

Temporary record, held for two years and destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Facilities Engineering and Logistics Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Driver record of the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0615-11 HQHTASID

SYSTEM NAME:

615-11 Accidental Injury/Death Reporting Records Files

SYSTEM LOCATION:

Safety Offices of DMA - See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DMA employees injured as a result of accident

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain necessary forms and records and reports of accident and injuries

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

29 USC 668 - Occupational Safety and Health Programs of Federal Agencies

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Safety Office - for reporting all injuries of persons assigned to DMA for preparation of statistical reports to other required activities

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper record in file folders and/or Kardex

RETRIEVABILITY:

Filed alphabetically by last name of employee

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

RETENTION AND DISPOSAL:

Records is temporary-CUT OFF end of each year; Inactive one year; Transfer to Records Holding Area; Destroy after five years

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Facilities Engineering and Logistics Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above System Manager

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Information made available by the employee and the supervisor

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0901-04 HTA

SYSTEM NAME:

901-04 Civilian Employee Health Clinic Record

SYSTEM LOCATION:

Primary System - Civilian Employee Health Clinic - DMA Hydrographic/Topographic Center (HT) and DMA Aerospace Center (A) - See DMA Directory for complete address

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual employed by DMA Hydrographic/Topographic Center (HT) and Aerospace Center (A) and any individual employed by other Government agencies housed in the DMAHTC/DMAAC complexes

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains information on treatment of employee received at dispensary at HTC and AC

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 7901 - Health Service Programs; 5 U.S.C. 8103 - Compensation for Injuries - Medical Services and Initial Medical and Other Benefits

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Civilian Employee Health Clinics - to maintain medical records of individuals receiving treatment at the clinic for illness/injury while on duty

Family Doctor will have full access to the information

Supervisors may inquire to record of injury

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

5x8 card files in cabinet

RETRIEVABILITY:

Filed alphabetically by last name of employee

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

RETENTION AND DISPOSAL:

Hydrographic/Topographic Center - destroy 25 years after separation of individual, upon transfer of employee transfer to gaining organization

Aerospace Center - on transfer of individual, record is transferred to gaining organization. On separation record is returned to National Personnel Records Center (NPRC) with the individuals official Personnel Folder

SYSTEM MANAGER(S) AND ADDRESS:

DMA Hydrographic/Topographic Center, ATTN: Personnel Office, Room 132-A, Erskine Hall, 6500 Brookes Lane, Washington, D.C. 20315 See DMA Directory for complete address.

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Entry of information by attending nurse. Record of treatment.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0901-06 HTAS

SYSTEM NAME:

901-06 Blood Donors Files

SYSTEM LOCATION:

Civilian Personnel Office - See DMA Directory for complete address

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees who have donated blood

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains cards with names, dates and amount of blood donated.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. Section 7901; Health Service Programs

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Uses are for awarding employees with certificates and pins.

Personnel Office, Supervisors, blood collectors

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

cards

RETRIEVABILITY:

Filed alphabetically by last name of employee

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

RETENTION AND DISPOSAL:

Destroy when employee is separated from Agency

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agencys' rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Information received from collecting Agency

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0901-07 HQHTAI

SYSTEM NAME:

901-07 Alcoholism and Drug Abuse Files

SYSTEM LOCATION:

Civilian Personnel Offices - See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees who have contacted program counselor requesting assistance.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains counseling interview notes, medical documents, therapy/treatment referral notes.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

21 USC 1175

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To help employees with alcohol or drug problems

Medical Officer - diagnose problem

Counselor - to give advise and management

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Filed chronologically by number; names deleted, but are known by counselor.

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

RETENTION AND DISPOSAL:

Temporary - destroy when no longer needed or upon separation of employee

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Employee interviews and medical reports

Employee or relatives

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B1001-09 S

SYSTEM NAME:

1001-09 School Reporting Files

SYSTEM LOCATION:

Defense Mapping School(S), Staff Offices, Departments, Division and Branch Offices, all Components. See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel and civilian personnel attending courses of instruction at DMS.

CATEGORIES OF RECORDS IN THE SYSTEM:

Enrollment records, release of students, graduates, failure of students, class rosters.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. 11348

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used for military assignments, monitor career progression and changes of courses of instruction in the event it is recommended and required.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and/or Kardex book.

RETRIEVABILITY:

Filed alphabetically by last name of employee

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

CUTOFF at end of calendar year, held additional year, retired to Records Holding Area, held an additional year and destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

DMA Defense Mapping School, ATTN: Office of Administration and Mission Support, Fort Belvoir, Virginia 22060

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individual, current address and telephone number, social security number, dates of attendance and name of course.

For personal visits, the individual should be able to provide some acceptable identification, that is, military identification card, driver's license, proof of social security identification and give some verbal information that could be verified with individual's record.

CONTESTING RECORD PROCEDURES:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Scheduled courses of instruction, class leaders, class instructors, academic division chiefs.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B1001-11 S

SYSTEM NAME:

1001-11 Faculty Development Program Files

SYSTEM LOCATION:

Defense Mapping School(S). Staff Offices, Departments, Division and Branch offices, all Components. See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Assigned military personnel and civilian employees at DMS.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files consist of record of qualifications, experience, effectiveness, and comparable information, evaluation forms, biographical data and similar documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. ll3484/22/67; Providing for the further Training of Government Employees

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by management for retention of potential instructors, assigned instructors and staff, selection of guest speakers, determining need for additional training.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and/or Kardex book.

RETRIEVABILITY:

Filed alphabetically by last name of employee

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

CUTOFF end of year, held additional year current files area, transferred Records Holding Area, held additional two years, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

DMA Defense Mapping School, ATTN: Office of Administration and Mission Support, Fort Belvoir, Virginia 22060

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individual, current address and telephone number, social security number, dates of assignment or employment and name of supervisor.

For personal visits, the individual should be able to provide some acceptable identification, that is, military identification card, driver's license, proof of social security identification, and give some verbal information that could be verified with individual's record.

CONTESTING RECORD PROCEDURES:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Records initiated during course of instruction, by instructors, academic division and branch chiefs.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B1002-02 S

SYSTEM NAME:

1002-02 School Faculty Board Review Files

SYSTEM LOCATION:

Defense Mapping School(S). Staff Offices, Departments, Division and Branch Offices, all Components. See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian personnel attending courses of instruction at DMS.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files consist of class standing, ratings, classification and proficiency of students. Minutes of faculty board meetings and related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. ll348 4/22/67; Providing for the Further Training of Government Employees.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used to provide information on individual students, class standings, rating and proficiency. Available to Promotion Panels in the Office of Personnel Management.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and/or Kardex book.

RETRIEVABILITY:

Filed alphabetically by last name of employee

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

CUTOFF at end of year, held one year and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

DMA Defense Mapping School, ATTN: Office of Administration and Mission Support, Fort Belvoir, Virginia 22060

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individual, current address and telephone number, social security number, dates of attendance and name of course of instruction.

For personal visits, the individual should be able to provide some acceptable identification, that is, military identification card, driver's license, proof of social security identification, and give some verbal information that could be verified with individual's record.

CONTESTING RECORD PROCEDURES:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Faculty review board, instructors, chiefs of divisions and branches of courses of instruction and individual student.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B1002-06 S

SYSTEM NAME:

1002-06 Individual Academic Record Files

SYSTEM LOCATION:

Defense Mapping School(S). Staff Offices, Departments, Division and Branch Offices, all Components. See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian personnel attending courses of instruction at DMS.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files consist of documents indicating course of attendance, length of each course, extent of completion of course, results thereof, aptitudes and personal qualities and documents relating to extension courses.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. 11348, 4/22/67; Providing for the Further Training of Government Employees. 4/22/67; Providing for the Further Training of Government Employees.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used for determining qualifications to base a determination on students potentiality and to revise students cirriculum.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and/or Kardex book.

RETRIEVABILITY:

Filed alphabetically by last name of employee.

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Reference files CUTOFF end of course, held one year, then destroyed. Feeder information submitted to United States Army Engineer School Fort Belvoir, Virginia 22060 who has operational control of DMS and who retains SYSNAME for a longer retention period and disposition.

SYSTEM MANAGER(S) AND ADDRESS:

DMA Defense Mapping School, ATTN: Office of Administration and Mission Support, Fort Belvoir, Virginia 22060

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individual, current address and telephone number, social security number, dates of attendance and name of course of instruction.

For personal visits, the individual should be able to provide some acceptable identification, that is, military identification card, driver's license, proof of social security identification, and give some verbal infor- mation that could be verified with individual's record.

CONTESTING RECORD PROCEDURES:

The Agencys rules for contesting contents and appealing initial determination may be obtained from Systems Manager, the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individuals, class leaders, class instructors, academic divisions and branch chiefs.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B1002-07 S

SYSTEM NAME:

1002-07 Collateral Individual Training Record Files

SYSTEM LOCATION:

Defense Mapping School(S). Staff Offices, Departments, Division and Branch Offices, all Components. See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian personnel attending course of instruction at DMS.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files consist of training records of individuals and posted to basic individual academic training record files or long term records, absentee reports, delinquency reports, registration forms, examination papers and similar or related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. 11348, 4/22/67; Providing for the Further Training of Government Employees.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used to record attendance at classes, progress of students, information for counselling individuals when required

and recommending specific remedial action.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and/or Kardex book.

RETRIEVABILITY:

Filed alphabetically by last name of employee

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Destroyed on graduation or elimination of individual or on completion of course of instruction, whichever applies

SYSTEM MANAGER(S) AND ADDRESS:

DMA Defense Mapping School, ATTN: Office of Administration and Mission Support, Fort Belvoir, Virginia 22060

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification, that is, military identification, driver's license, proof of social security identification and give some verbal information that could be verified with individual's record.

CONTESTING RECORD PROCEDURES:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Individual students, class leaders, class instructors, academic divisions and branch chiefs.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B1202-17 HTA

SYSTEM NAME:

1202-17 Contracting Officer Designation Files

SYSTEM LOCATION:

Contracting Offices - DMA Hydrographic/Topographic Center (HT) and DMA Aerospace Center (A) - See DMA Directory for complete mailing address

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employee designated Contracting Officer and Contracting Officer Representative at DMA

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents reflecting the designation and recission of Contracting Officers and Contracting Officers representative which includes the specific procurement authorities delegated

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 USC 3101 - Records Management by Federal Agencies

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Documents showing individual designated as contracting officers or Contracting Officers Representatives (COR).

Data includes limitations or restrictions on authority

Data includes background information on 'COR' for use in other contracts

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper record in file folders and/or Kardex book

RETRIEVABILITY:

Filed alphabetically by last name of employee

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

RETENTION AND DISPOSAL:

Temporary Record. Cut off upon recession or termination and placed in an inactive file area for one year. Transferred to Records Holding Area and held for five years and then destroyed

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Facilities Engineering and Logistics Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Certificate of Appointment and background information on education, DD Form 1539, and specific information on procurement authorities delegated

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B1205-05 HTA

SYSTEM NAME:

1205-05 Property Officer Designation Files

SYSTEM LOCATION:

Property Officers of DMAHTC and DMAAC - See DMA Directory for complete address

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees designated Property Officers who have property accounts for their organizations, and have been issued an account number.

CATEGORIES OF RECORDS IN THE SYSTEM:

Forms and/or memorandums designating property officers. Included are letters of appointment and revocation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

40 U.S.C. 486; Management and Disposal of Government Property

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Memorandums or forms showing who or which individual is authorized custodian for equipment for the various organizations within the Agency. Name of individual grade and organization are shown on this document.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

By individual's account number and organization.

SAFEGUARDS:

Buildings, facility employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Temporary Record - Destroyed in the active office two years after termination of appointment.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Facilities Engineering and Logistics Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individual current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agencies' rules for contesting contents and appealing initial determinations may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Internal correspondence designating responsible property accounting individuals

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B1205-23 HTASID

SYSTEM NAME:

1205-23 Report of Survey Files

SYSTEM LOCATION:

DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), and Inter American Geodetic Survey (I), Office of Distribution Services (D). - See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DMA personnel that have loss, damage, or destroyed accountable Government property

CATEGORIES OF RECORDS IN THE SYSTEM:

Files consist of reports that describe the circumstances concerning loss, damage or destruction of Government property

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

40 USC 486 - Management and Disposal of Federal Property - Policies, Regulation and Delegations; Promulgation by President

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Logistics Officer - determine responsibility and recommend appropriate action be taken as to pecuniary liability

Director final decision on payment

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper record in file folders and/or Kardex book

RETRIEVABILITY:

Filed by assigned control number of individual.

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

RETENTION AND DISPOSAL:

Cutoff end of year, held one year, transferred Records Holding Area, held two years, then destroyed

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Facilities Engineering and Logistics Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Report of lost damaged or destroyed property

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B1206-02 HTA

SYSTEM NAME:

1206-02 Self Service Store Authorization Card Files

SYSTEM LOCATION:

Logistics Offices - DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A) - See DMA Directory for complete address

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DMA personnel authorized self-service store cards.

CATEGORIES OF RECORDS IN THE SYSTEM:

Cards identifying individuals as authorized self-service store representatives, requests for issuance of cards, correspondence concerning lost and found cards and related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

40 U.S.C. 486; Management and Disposal of Federal Property.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Indicates individuals authorized to sign/receipt for supplies in a designated activity.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Card file and file cabinets

RETRIEVABILITY:

By account number and organization, alphabetical by last name

SAFEGUARDS:

Buildings and Facility employ security guards. Reports are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Temporary Record. Held in active file until expiration of card or change of individual; held two years and destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Facilities Engineering and Logistics Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers' license, employing office's identification card, and give some verbal information that could be used to verify employment.

CONTESTING RECORD PROCEDURES:

The Agencies' rules for contesting contents and appealing initial determinations may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Memorandums, cards, forms designating an individual authorization to sign for supplies received from the self-service store.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B1208-06 HTA

SYSTEM NAME:

1208-06 Motor Vehicle Operator's Permits and Qualifications Files

SYSTEM LOCATION:

Primary System - Motor Pool, DMA Hydrographic/Topographic Center (HT) and DMA Aerospace Center (A) - See DMA Directory for complete address

Decentralized Segments - Official Personnel Folder; Personnel Records (Civilian) Center - St. Louis, MO.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All DMA employees qualified and issued a motor vehicle operators permit.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains information on employee qualification record and cards and logs in regards to permits issued to individuals authorized to operate Government equipment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

40 U.S.C. 49l; Management and Disposal of Federal Property-Motor Vehicle Pools and Transportation Systems.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Motor Pool used as a record of scores on tests, such as: eye examinations, reaction examinations; and as a quick reference on an individual having a license to operate a Government Vehicle.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Rotary Card file and Log Book

RETRIEVABILITY:

ROTARY Card File - By last name of individual

Log Book - By number of permit

SAFEGUARDS:

Building, Facility employs security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Temporary Record - Permit is a three year record - Destroyed in the Motor Pool

Permanent Record - Qualification Record - kept in active office until separation or transfer of individual concerned, then transferred to Personnel Office for incorporation into the Official Personnel Folder.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Facilities Engineering and Logistics Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers' license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agencies' rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Qualification records consisting of scores on tests.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B1211-03 HQHTAI

SYSTEM NAME:

1211-03 Passport Files

SYSTEM LOCATION:

Primary System - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Inter American Geodetic Survey (I) See DMA Directory for complete address

Decentralized Segment - State Department (Passports)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals traveling overseas on official government orders.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents relating passports and visas for DMA personnel, including their dependents. Included are requests and receipts for passports, transmittal letters, control cards, and related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C. 3101; Records Management by Federal Agencies.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by personnel travel in processing for travel orders.

Used by individuals of DMA and their dependents for travel purposes.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders - paper records in locked cabinets.

RETRIEVABILITY:

By name of individual - Alphabetically

SAFEGUARDS:

Buildings, facility employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Temporary Record - Held in active office until separation or transfer of individual.

Transferred to State Department upon transfer or separation of individual.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Administration Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers' license, employing office's identification card, and give some verbal information that could verify employment.

CONTESTING RECORD PROCEDURES:

The Agencies' rules for contesting contents and appealing initial determination should be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Requests and receipt for passports and visas.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B1211-07 HQHTASDI

SYSTEM NAME:

1211-07 Individual Government Transportation Files

SYSTEM LOCATION:

Primary System - Travel Office - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A) - See DMA Directory for complete address listing.

Decentralized Segments - Records Management, Records Holding Areas

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DMA employees authorized government travel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Travel orders and other pertinent correspondence and related documents, and copies of issued and canceled transportation requests, transportation certificates, MAC transportation authorizations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C. 3101; Records Management by Federal Agencies, 45 U.S.C. 5707 - Travel and Substance Expense Regulation.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used to officially designate Transportation Officer, Assistants and Agents. Used to record authorization for travel, issue orders, make travel arrangements and prepare vouchers for reimbursement.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper Records in file folders

RETRIEVABILITY:

Alphabetical by name on individual folders or by TR number in case of group travel.

SAFEGUARDS:

Buildings, facility employ security guards. Records are maintained in locked cabinets and areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Temporary Record. Travel Office holds for one year, transfers to Records Holding Area, held for three (3) years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Administration Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address, and telephone number, social security number.

Personal visits - the individual should be able to provide some acceptable identification, that is, drivers' license, employing office's identification card, and give some verbal information that could verify employment.

CONTESTING RECORD PROCEDURES:

The Agencies' rules for contesting contents and appealing initial determinations may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Folders contain various amounts of information on issued and cancelled transportation requests, transportation certificates, travel orders and related data on overseas employees, DMA employees and invitational orders.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

DEFENSE MAPPING AGENCY OFFICIAL MAILING ADDRESSES

Headquarters, Defense Mapping Agency
Bldg 56, U.S. Naval Observatory
Washington, D.C. 20305

DEFENSE MAPPING AGENCY COMPONENT ACTIVITIES

DMA AEROSPACE ORGANIZATIONS

DMA Aerospace Center
St. Louis Air Force Station
Missouri 63125
DMA Aerospace Center
Kansas City Office
609 Hardesty Avenue
Kansas City, Missouri 64124

DMA HYDROGRAPHIC/ TOPOGRAPHIC ORGANIZATIONS

DMA Hydrographic/Topographic Center
Washington, D.C. 20315
DMA Hydrographic/Topographic Center
Louisville Office
600 Federal Place
Louisville, Kentucky 40202
DMA Hydrographic/Topographic Center
Providence Office
Brookside Avenue
West Warwick, Rhode Island 02893
DMA Hydrographic/Topographic Center
San Antonio Office
Building 4011
Ft. Sam Houston, Texas 78234
DMA Depository
Naval Support Activity Ft. Omaha
Omaha, Nebraska 68111
DMA Hydrographic/Topographic Center
Geodetic Survey Squadron
F.E. Warren AFB, Wyoming 82001
DMA Hydrographic/Topographic Center
Det. 1, Geodetic Survey Squadron
Vandenberg AFB, California 93437
DMA Hydrographic/Topographic Center
Det. 2, Geodetic Survey Squadron
P.O. Box 96
White Sands Missile Range
New Mexico 88002
DMA Hydrographic/Topographic Center
Det. 4, Geodetic Survey Squadron
Patrick AFB, Florida 32925

DMA OFFICE OF DISTRIBUTION SERVICES ORGANIZATIONS

DMA Office of Distribution Services
Washington, D.C. 20315
DMA Distribution Center
Clearfield, Utah 84016
DMA Distribution Center
5801 Tabor Avenue
Philadelphia, Pennsylvania 19120
DMA Office Norfolk
Bldg SP238, Naval Air Station
Norfolk, Virginia 23511
DMA Branch Office Jacksonville
Box 68, Naval Air Station
Jacksonville, Florida 32212
DMA Office San Diego
Bldg 654, Naval Air Station, North Island
San Diego, California 92135
DMA Branch Office Atsugi
Box 47
FPO Seattle 98767
DMA Branch Office Cubi Point
Box 59
FPO San Francisco 96654
DMA Branch Office Naples
Box 95
FPO New York 09520
DMA Office Europe
APO New York 09666
DMA Branch Office England
APO New York 09238
DMA Office Pacific
Bldg T-1710
Hickam AFB, Hawaii 96853

DEFENSE MAPPING SCHOOL

Defense Mapping School
Ft. Belvoir, Virginia 22060

INTER AMERICAN GEODETIC SURVEY

Inter American Geodetic Survey
APO Miami 34004

DEFENSE CRIMINAL INVESTIGATIVE SERVICE

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required, to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below, only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE - LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for

the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and criminal investigations of the Component requesting the record.

ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom, maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

CIS-01

SYSTEM NAME:

Privacy and Freedom of Information Act Requests.

SYSTEM LOCATION:

Defense Criminal Investigative Service (DCIS), Building 8, Room D490, Cameron Station, Alexandria, VA 22314.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have submitted requests under 5 USC or 5 USC 552a.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of all correspondence with requesters or pertainng to requests for information released or withheld; summaries, and logs of actions taken regarding requests.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, 10 USC 133d, the Secretary of Defense has issued DoD Directive 5105.50, April 28, 1982, creating the Defense Criminal Investigative Service as a separate agency of the Department of Defense under his direction. This directive charges the Director, DCIS, with the responsibility of maintaining all necessary and appropriate records. See also 5 U.S.C. 552, the Freedom of Information Act and 5 U.S.C. 552a the Privacy Act of 1974.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

These records are maintained to permit responses to individual requests; to document actions taken for agency use in processing subsequent requests, appeals, or litigation; to provide a basis for reports required by the statutes and their implementing directives; and to correct or amend investigative or other records.

Records are used by DCIS personnel and action officers of other agencies when coordination or referral is necessary for the purposes listed above. DCIS case controllers may have access when release of information may have an impact on investigative activities, or where investigative activity is necessary to verify assertions of the requestor or to obtain permission for release of identified sources.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in file folders.

RETRIEVABILITY:

Retrieved by the name of the subject of the request.

SAFEGUARDS:

The records are maintained in security containers accessible only to personnel who have a need to know in the course of their official duties. A log entry is made and a file folder established upon receipt of each request.

RETENTION AND DISPOSAL:

Copies to key documents or summaries are retained for as long as released material is retained. Records are destroyed as classified waste.

SYSTEM MANAGER(S) AND ADDRESS:

Associate Director of Management System, DCIS, P.O. Box 9290, Alexandria, VA 22304.

NOTIFICATION PROCEDURE:

Request should be addressed to the System Manager. The full data involving any earlier request should be included. DCIS may be visited at Cameron Station between 9 am and 3 pm, Monday through Friday. A check of personal identification will be required of all

visitors making inquiry for personal records.

RECORD ACCESS PROCEDURES:

Access may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information in this system is obtained from requestors, from other federal agencies with collateral interest in the request, and from records which were the subject of requests.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

CIS-02

SYSTEM NAME:

Applicant Records.

SYSTEM LOCATION:

Defense Criminal Investigative Service (DCIS), Building 8, Room D490, Cameron Station, Alexandria, VA 22314.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants for position with the DCIS who have submitted paperwork directly to DCIS.

CATEGORIES OF RECORDS IN THE SYSTEM:

Temporary record of applicants' stated interest in and qualifications for employment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133d, the Secretary of Defense has issued DoD Directive 5105.50, April 28, 1982, creating the Defense Criminal Investigative Service as a separate agency of the Department of Defense under his direction. This directive charges the Director, DCIS, with the responsibility of maintaining all necessary and appropriate records. See also the Federal Personnel Manual, Chapters 332 and 333.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records are used to identify applicants and determine their eligibility for positions with DCIS. Information and records may be disclosed to other agencies for verification. DCIS supervisors with an established need for information and accredited investigators use in the information in the applicant process.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in files or looseleaf binders.

RETRIEVABILITY:

Records are filed alphabetically by last name of the applicant.

SAFEGUARDS:

Records are maintained in files accessible only to authorized personnel with clear need to know in the course of their official duties. The building is locked after duty hours and has security guards.

RETENTION AND DISPOSAL:

Records are temporary and are destroyed when no longer needed.

SYSTEM MANAGER(S) AND ADDRESS:

Associate Director of Manager Systems, DCIS, P.O. Box 9290, Alexandria, VA 22304.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the System Manager. Written requests should contain the full name of the individual, the current address and telephone number. Visits are limited to the hours of 9 am to 3 pm during business days. Personal visits to Cameron Station office will require identification by some form of photographic identification.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Subject individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

CIS-03

SYSTEM NAME:

Personnel Locator Cards

SYSTEM LOCATION:

Defense Criminal Investigative Service (DCIS), Building 8, Room D490, Cameron Station, Alexandria, VA 22314.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Personnel assigned or attached to DCIS.

CATEGORIES OF RECORDS IN THE SYSTEM:

Locator cards reflecting names and locations of DCIS employees.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1974, 10 U.S.C. 133d, the Secretary of Defense has issued DoD Directive 5105.50, April 28, 1982, creating the Defense Criminal Investigative Service as a separate agency of the Department of Defense under his direction. This directive charges the Director, DCIS, with the responsibility of maintaining all necessary and appropriate records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records are used to maintain a locator system of all personnel assigned to DCIS. Used by administrative personnel and supervisors in the HQ DCIS and field units to determine current assignement of DCIS personnel, to aid in distributing communications addressed to individuals; and to make and verify entries in required personnel rosters, directories, and listings subject to certain restrictions placed on the information by the individuals concerned.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Stored in paper form.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

Records are stored in security containers or locked file cabinets, accessible only to authorized personnel with a need to know the information in the course of their official duties.

RETENTION AND DISPOSAL:

Retained in the active file until departure of the individual, then they are placed in the inactive file and destroyed after one year.

SYSTEM MANAGER(S) AND ADDRESS:

Associate Director of Management System, DCIS, P.O. Box 9290, Alexandria, VA 22304

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager.

RECORD ACCESS PROCEDURES:

Access to this system may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting and appealing determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

The individual on whom the records pertain.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

CIS-04

SYSTEM NAME:

Case Control System

SYSTEM LOCATION:

Defense Criminal Investigative Service (DCIS), Building 8, Room D490, Cameron Station, Alexandria, VA 22314.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person or activity the subject of an ongoing or recently completed DCIS investigation.

CATEGORIES OF RECORDS IN THE SYSTEM:

The file is composed of records of investigations which are being or have been conducted by DCIS. Records contain the name or other personal identifying information on the investigated individuals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133d, the Secretary of Defense has issued DoD Directive 5105.50, April 28, 1982, creating the Defense Criminal Investigative Service as a separate agency of the Department of Defense under his direction. This directive charges the director, DCIS, with the responsibility of maintaining all necessary and appropriate records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The file contains open and closed case listings used in case management, to produce statistical reports, and to control local aspects of the investigation.

Users are the DCIS case control officers, the Director, DCIS, and the DCIS Associate Director of Management Systems.

Used to determine the existence, location, and status of cases, to control workload and prepare statistical reports, and to inform federal agencies or requesters of investigations regarding the status of on-going investigations.

The system maintained by DCIS is part of the Defense Investigative Service system, identified as V5-04, 'Defense Case Control system (DCIS).'

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Files are retained in paper form.

RETRIEVABILITY:

Records are accessed through the case control number, military service number, Social Security Number, or by the name of the individual concerned.

SAFEGUARDS:

Files maintained in locked cabinets accessible only to those with a need to know in the course of official duties.

RETENTION AND DISPOSAL:

Records are retained for one year after case is closed and are disposed as classified waste.

SYSTEM MANAGER(S) AND ADDRESS:

Associate Director of Management System, DICS, P.O. Box 9290, Alexandria, VA 22304.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager. Requester should provide the full name of the subject company or individual, and all maiden or alias names under which the file may be maintained. Personal identifiers which should be included are date and place of birth, Social Security Number, and the last four digits of any former military service numbers.

The office at Cameron Station may be visited from 9 am to 3 pm, during normal workdays. Requesters should bring documentary proof of identity which contain photographs.

RECORD ACCESS PROCEDURES:

Contact the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are availible from the System Manager.

RECORD SOURCE CATEGORIES:

DCIS Case Control Centers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

In accordance with subsection (j)(2) of the Act, certain information contained in this system of case control records may be exempted from the provisions of subsections (c)(3), (c)(4), (d), (e) (1), (e)(2), (e)(3), (e)(4)(G-H-I), (e)(5), (e)(8), (f), and (g). This exemption will allow DCIS to conduct effective investigations into alleged unlawful activity or crime conducive situations. (See DCIS Regulation 5400.11).

CIS-05

SYSTEM NAME:

Security Records

SYSTEM LOCATION:

Defense Criminal Investigative Service (DCIS), Building 8, Room D490, Cameron Station, Alexandria, VA 22314.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All current DCIS employees and former employees who have terminated in the past 12 months.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's certificate of security clearance, security briefing statement, SCI access records, certificates of clearance from other agencies, Defense Central Index of Investigations check results, summaries of advance information, debriefing statements, and similar related documents varying in certain cases. Sufficient individual identifying data to confirm identities is also contained in this system.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133d, the Secretary of Defense has issued DoD Directive 5105.50, April 28, 1982, creating the Defense Criminal Investigative Service as a separate agency of the Department of Defense under his direction. This directive charges the Director, DCIS, with the responsibility of maintaining all necessary and appropriate records. See also 'DoD Directive 5200.1, 'Department of Defense Information Security Program.'

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Files are used to provide a basis for granting security clearance and access to provide information as to degree of security clearances for individuals attending official activities of other offices concerning classified matters, and to provide security clearance

information to other governmental offices where change of employment is being considered.

In the event that records maintained in this system indicate a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant Records in the system may be of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

A record from this system may be disclosed as a routine use to a federal, state, or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, or other benefit.

Users include the Director, DCIS; the DCIS Security Officer, all supervisors but only for confirming clearance information; and security officials of other DoD elements or governmental agencies when required for clearance verification or preemployment consideration.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Individual files are established when first assigned to the DCIS. Clearance certificates are filed when received. Storage is by paper in file folders.

RETRIEVABILITY:

They are filed alphabetically by last name.

SAFEGUARDS:

Records are maintained in locked containers in areas accessible only to authorized personnel who have a need to know in the connection with their official duties.

RETENTION AND DISPOSAL:

Records are maintained for the period of time an individual is assigned to DCIS and for one year afterwards. Disposal is as classified waste.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officer, DCIS, P.O. BOX 9290, Alexandria, VA 22304.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager.

RECORD ACCESS PROCEDURES:

Access to records may be obtained at any time. Requests should be addressed to Defense Criminal Investigative Service, P.O. Box 9290, Alexandria, VA 22304. Written requests for information should contain the full name of the individual, current address and telephone number. Visits to the Cameron Station Office are limited to the hours of 9 am to 3 pm, on duty days. For personal visits, a check of personal identification documents will be conducted.

CONTESTING RECORD PROCEDURES:

The DCIS rules for contesting record contents and appealing initial determinations may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Application and related forms are from the individual concerned. Summaries of information come from the background investigations of the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

CIS-06

SYSTEM NAME:

Investigative Files

SYSTEM LOCATION:

Defense Criminal Investigative Service (DCIS), a component of the Assistant to the Secretary of Defense (Review and Oversight) (ATSD(R&O)), Cameron Station, Alexandria, VA 22314, has primary control over the system.

Regional field offices, resident agencies, and various DCIS headquarters staff elements originate and have temporary control over portions of the records.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DoD civilian personnel; members of the Armed Forces of the United States, reserve components, and National Guard units; DoD contractors; individuals residing on, having authorized official access to, or contracting or operating any business or other functions at any DoD installation or facility; and individuals not affiliated with the Department of Defense when their activities have directly threatened the functions, property or personnel of the Department of Defense, or they have threatened any other high ranking government personnel who are provided protective service mandated by the Secretary of Defense, or they have engaged in, or are alleged to engage in criminal acts on DoD installations or directed at the DoD, its personnel or property.

CATEGORIES OF RECORDS IN THE SYSTEM:

Official reports of Investigation (ROIs) including any attachments, prepared by DCIS or other DoD federal, state, or local official investigative activities;

DCIS Information Summary Reports (ISRs) which record unsolicited information of criminal nature received by DCIS concerning a person or incident which is of direct interest to other DoD Components or federal agencies;

Case control documents which are not included in the ROIs but which serve as the basis of investigation or which guide and facilitate investigative activities, including documents providing the data to open, direct, conduct, transfer and close cases;

DCIS file administration and management documents accounting for disclosure, control, and access to a file; and

Grand Jury information not contained in case files, agent notes, fingerprint cards, duplicate files at the local level and other miscellaneous documents supporting the criminal investigation file to include court documents and on occasion reports of administrative proceedings.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133d, the Secretary of Defense has issued DoD Directive 5105.50, April 28, 1982, creating the Defense Criminal Investigative Service (DCIS) as a separate agency of the Department of Defense under his direction. This directive charges the Director, DCIS, with the responsibility of maintaining all necessary and appropriate records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Criminal investigative information is collected at the request of appropriate DoD officials or agencies to identify offenders, to provide facts and evidence upon which to base prosecution, to effect corrective administrative action and to recover money and property which has been wrongfully appropriated. Information contained in ISRs is disseminated to interested DoD Components and other federal agencies. Criminal information is collected during reciprocal investigations conducted for other DoD and federal investigative elements (or in limited instances, for local or state law enforcement agencies)

for maintainance and use by the requesting activity.

Users of DCIS criminal investigative information include:

DCIS personnel in the course of their official duties, elements of the military departments designated by the departments and representatives of the Secretary of Defense the the Joint Chiefs of Staff; accredited federal criminal and civil law enforcement agencies; other accredited federal agencies conducting investigations to evaluate suitability for employment or access to classified information; congressional committees; and the Government Accounting Office.

DCIS investigative records are used: in criminal law enforcement investigations including statutory violations; counterintelligence, as well as counterespionage and counterterrorist activities and other security matters; to assist the appropriate agency charged with the responsibility for investigating or prosecuting violations of laws, rules, regulations or orders; to provide information in judicial or adjudicative proceedings including litigation or in accordance with a court order; to make statistical evaluations of DCIS investigative activities; to respond to Freedom of Information Act access requests; to determine loyalty, suitability, eligibility, and general trustworthiness of individuals for access to classified information and government facilities, for entry into, retention in and for personnel actions in the Armed Forces and for federal agencies in connection with hiring, retention, issuance of security clearance, or of other benefit by the requesting agency; to provide information pertinent to the protection of persons under the provisions of 18 U.S.C. 3056; to provide information in response to Inspector General, Equal Employment, or other complaint investigations and congressional inquiries; to obtain employment records, if necessary, from business enterprises; and to obtain information relevant to the on-going investigations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in file folders, on microfilm, and supplementary index cards.

RETRIEVABILITY:

Investigations are centrally retrievable through the Defense Investigative Service (DIS) Case Control System (DCCS), V5-04, or the Defense Central Index of Investigations (DCII), V5-02, record systems managed by DIS.

SAFEGUARDS:

All DCIS records are maintained and stored at Cameron Station, Alexandria, VA. They are maintained and stored in locked safes and are accessible only to authorized personnel who have a need to know in conjunction with their official duties. Recipients of investigative information are responsible for safeguarding the information while temporarily in their custody in accordance with guidelines provided by DCIS.

RETENTION AND DISPOSAL:

Retention of closed DCIS criminal investigative files is authorized for 25 years, except they may be offered to the National Archives after 15 years. Fraud Prevention surveys are maintained for 10 years. Generally, ISRs are retained only 60 days. Partial duplicate records are retained for one year. All files are destroyed as if they contain classified information.

SYSTEM MANAGER(S) AND ADDRESS:

Associate Director of Investigative Operations, DCIS, P.O. Box 9290, Alexandria, VA 22304.

NOTIFICATION PROCEDURE:

Requests should be addressed to the system manager. The full name, date, and place of birth and social security number of the subject individual, and any pertinent data concerning the topic of the criminal investigation are necessary for retrieval of information. The requester's signature should be notarized. More information may be required.

RECORD ACCESS PROCEDURES:

Access by mail may be obtained through the system Manager. Visitors may obtain access during the hours from 9 am to 3 pm at Building 8, Room D490, Cameron Station, Alexandria, VA. Visitors should be prepared to identify themselves with some identification media containing a recent photograph.

CONTESTING RECORD PROCEDURES:

DCIS rules for contesting and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Subjects and suspects of DCIS investigations.

Interview of witnesses, victims, and confidential sources.

All types of records and information maintained by all levels of government, private industry, and non-profit organizations.

Any other type of record deemed necessary to complete the DCIS criminal investigation.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

The parts of system of records which falls within the scope of 5 U.S.C. 552a(j)(2), are exempt from certain provisions of sections (c)(3), (c)(4), (d), (e)(1), (e)(2), (e)(3), (e)(4)(G), (e)(4) (H), (e)(4)(I), (e)(5), (e)(8), (f) and (g) of Title 5 of the United States Code. (See DCIS Regulation 5400.11).

OFFICE OF THE SECRETARY OF DEFENSE

HOW SYSTEMS OF RECORDS ARE ARRANGED. The Office of the Secretary of Defense (OSD), a Component of the Department of Defense, is located in the Pentagon. In providing immediate staff assistance and advice to the Secretary of Defense, independently organized and identified offices function in full coordination and cooperation. Therefore, the Office of the Secretary of Defense systems of records are not maintained or arranged by subject but established in functional areas of a particular responsible staff office. The Office of the Secretary of Defense includes the offices of the Under Secretaries of Defense, the Assistant Secretaries of Defense, the Assistants to the Secretary of Defense, the General Counsel, DoD, and such other staff offices as the Secretary of Defense establishes to assist him in carrying out his duties and responsibilities.

HOW TO USE THE INDEX GUIDE. To assist the reader in locating and reviewing the particular record system of interest, the various staff offices and the prefix letter symbols represented as part of the record system identification for that office are set forth below

OSD OFFICES

LETTER IDENTIFICATION

Office of the Assistant to the Secretary of Defense (Atomic Energy)
DAE

Office of the Defense Audit Service
DAS

Office of the Special Assistant to the Secretary and Deputy Secretary of Defense
DATSD

Office of the Assistant Secretary of Defense (Comptroller)
DCOMP

Office of the General Counsel, DoD
DGC

Office of the Assistant Secretary of Defense (Health Affairs)
DHA

Office of the Director, Information Operations and Reports
DIO&R

Office of the Assistant Secretary of Defense (International Security Affairs)
DISA

Office of the Assistant to the Secretary of Defense (Legislative Affairs)
DLA

Office of the Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics)
DMRA&L

Office of the Directorate for Health Services (OCHAMPUS), DoD
DOCHA

Office of the Assistant Secretary of Defense (Program Analysis and Evaluation)
DPA&E

Office of the Assistant Secretary of Defense (Public Affairs)
DPA

Office of the Commandant, Defense Systems Management College
DSMC

Office of the Director, Washington Headquarters Services
DWHS

Office of the Under Secretary of Defense for Policy
DUSDP

Office of the Under Secretary of Defense for Research and Engineering
DUSDRE

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required, to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below, only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE - LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and criminal investigations of the Component requesting the record.

ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of

the Treasury has entered into agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom, maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

DAS 01

SYSTEM NAME:

Defense Audit Management Information System (DAS/MIS).

SYSTEM LOCATION:

Defense Audit Service, Audit Management Division (DAS-AM), Arlington, Virginia. The system utilizes the Computer Science Corporation's INFONET System, 1616 North Fort Myer Drive, Arlington, Virginia 22209.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All active personnel employed by the Defense Audit Service with history data including previous employees maintained for two years.

CATEGORIES OF RECORDS IN THE SYSTEM:

Data on the individual's current position, current employment status, travel, audit experience training, and the following specific personal data: name, Social Security Account Number (SSAN), date of birth (DOB), service computation date (SCD), career status, experience, address, assigned station, job series, clearance, education, and evaluation due date.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, section 136(b), and Department of Defense Directive 5105.48, 'Defense Audit Service', October 14, 1976, conveys the authority for maintenance of a system of records to the Director of the Defense Audit Service in support of the DAS mission.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

Information is used as follows:

(1) Security Clearance notification alert; provided to all audited activities in advance of visits by DAS audit personnel. Information provided in Alert is name, SSAN, Office of Assignment, and the security clearance for each auditor.

(2) Time and Attendance Reporting; provided to DAS Main Office by 9 CONUS Regional Offices and 3 Overseas Regional Offices. Time and Attendance Reports and used by various managers to track Temporary Duty Travel Frequency and duration, to accrue manhour data on assigned audit projects, to categorize indirect time for end of year reporting to provide time and attendance data to the centralized payroll system at the Main Office. Information included in Time and Attendance Reports are SSAN, Name, Grade, Assigned Office, Hours Present for Duty, Annual Leave Hours, Sick Leave Hours, Other Leave Hours and Type, TDY Location, and TDY Duration.

(3) Planned Annual Leave Reporting, utilized by various managers for workload planning and travel scheduling. Information included is Name, Assigned Office, and dates of planned annual leave.

(4) Audit Status and Auditor Assignment Reporting; used by managers to control audits and auditors, and to maximize effectiveness of manpower resources. Included information is Audit Number, Audit Requestor Code, Title, Milestone Dates, Audit Cost Summary, Personnel Assigned/Release Dates, and Personnel Manhours Expended.

(5) As Required Personnel Reporting; used by the Staff Manager to determine training needs, promotional eligibility, education and background, professional organization participation, and performance evaluation. Information included is Name, Assigned Offices, Education, Professional Activities Training History (Course Title, Dates Attended), Performance Evaluation, Date of Birth, and Service Computation Data.

(6) Travel Reporting; used by managers to control Temporary Duty Travel, travel costs, and issuances of Blanket Travel Orders.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Active records are stored on immediate access disk and magnetic tape maintained within the computer center. Inactive records are maintained on magnetic tape within the computer center. Hard copy records are stored in file cabinets under the control of functional users.

RETRIEVABILITY:

Records are internally stored by employee SSAN and are selectively retrievable by all data elements as specified in the Categories of Records in the System.

SAFEGUARDS:

All records reside in a 'private library' which is not accessible by any other user. All system files are backed up upon creation and upon any update action. A 'Master ID' with unrestricted access to all records in the private library is available only to Main Office

MIS Management Personnel. A 'Subordinate ID' which has restricted access, only to pertinent records, is used by field offices. Password protection is afforded at the session and file level. All user ID's are protected by separate validation. Any attempt to circumvent the password validation initiates immediate 'log-off.' Physical control includes limiting password to only authorized personnel. Master ID is located in a secure environment, within the Main Office, and access to the terminal facility is restricted to MIS Management employees who work within the area. Access to records containing personal data is restricted to those who require the records in the performance of their official duties and to the individual who is subject of the record (or his authorized representative). Tape files are maintained in an environmentally secure vault area when not in use. Computer Science Corporation has been cleared to process personal data for Government agencies by General Services Administration on December 11, 1975.

RETENTION AND DISPOSAL:

Machine resident records are maintained for 2 years after they become inactive. All inactive records are afforded the same safeguards as active records and are maintained on magnetic tape within the computer center. Machine resident records are destroyed at the end of the 2 year period. Hard copy records are retained until the records are replaced or become obsolete.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Defense Audit Service, Suite 1200, Commonwealth Building, 1300 Wilson Boulevard, Arlington, Va. 22209. Telephone: 202-697-9108.

NOTIFICATION PROCEDURE:

Written or personal request for information should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Procedures for gaining access by an employee/previous employee to his/her records may be obtained from the System Manager. Written request for information should contain the full name of the employee/past employee and Social Security Account Number. For personal visits, the employee should be able to identify himself/herself with Defense Audit Service Identification Card. Past employees should be able to identify himself/herself with Social Security Card and one other corroborating personal identification.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Official Personnel Folder and other personnel documents, activity supervisors, applications and forms completed by the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DATSD03

SYSTEM NAME:

Files of Personnel evaluated for Non-Career Employment in DoD.

SYSTEM LOCATION:

Primary Location - Air Force Data Services Center, Room 3A1066, The Pentagon Washington, D.C. 20330.

Hardcopy located at Office of the Assistant to the Secretary and Deputy Secretary of Defense, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active and inactive employees/candidates employed/seeking non-career positions in DoD, including consultants and committee members.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personnel files consist of resumes, forwarding correspondence between internal offices within DoD, transmittal correspondence from individuals, industry, other departments and agencies, and the Executive/Legislative Branch of the Federal government. Correspondence consists of requests for employment or recommendations of others for employment for non-career positions, and memoranda confirming telephonic queries.

Card files consist of DoD consultants or members of committees, home and business addresses, and approval dates.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Section 133.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL

Files are collected to evaluate qualifications of individuals seeking or who have been recommended for non-career positions within DoD. Records are used in searching for qualified candidates for forthcoming vacant positions. Files are reviewed by authorized personnel within the immediate Office of the Secretary of Defense. Files of individual cnadidates are sent to presidential personnel for clearance. Records are used to track consultancy or membership, home and business addresses, particular expertise, and entry/exit date.

EXTERNAL

See Office of the Secretary of Defense (OSD) blanket routine uses at the head of this component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; cards in card files, computer disks, and computer paper printouts.

RETRIEVABILITY:

Information accessed by last name of individual.

Individual user codes and passwords required to access information stored in computer.

SAFEGUARDS:

Building employs security guards. Sensitive manually stored data kept in locked cabinets or safes and may be accessed only by authorized personnel. Computer stored data is kept in a secure computer facility and may be accessed only by authorized, properly trained personnel who have access codes and passwords.

RETENTION AND DISPOSAL:

Active files are retained as long as an individual is employed within DoD. Inactive files are screened upon termination of employment with DoD to determine their retention value for possible future non-career employment, i.e., some files are destroyed upon termination of employment while other files may be retained for an indefinite period depending on the background and experience of individual.

SYSTEM MANAGER(S) AND ADDRESS:

Ms. Marybel Batjer, Office of the Assistant to the Secretary and the Deputy Secretary of Defense, Room 3E941, the Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Office of the Assistant to the Secretary and Deputy Secretary of Defense, Washington, D.C. 20301. Visits are limited to the Office of the Assistant

to the Secretary and Deputy Secretary of Defense.

Written requests for information should contain the full name of the individual and social security number.

For personal visits, the individual should be able to provide some acceptable identification, that is driver's license, building access identification card, etc.

RECORD ACCESS PROCEDURES:

Procedures for gaining access by an individual may be obtained from the following: Office of the Assistant to the Secretary and Deputy Secretary of Defense, Room 3E941, the Pentagon, Washington, D.C. 20301. Telephone: 202-697-7968.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Files are originated in the Office of the Assistant to the Secretary and Deputy Secretary of Defense, with information that has been referred by others or applicants for non-career positions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DGC 04

SYSTEM NAME:

Industrial Personnel Security Clearance Case Files.

SYSTEM LOCATION:

Primary System and Decentralized Segments-Active case files, Directorate for Industrial Security Clearance Review (DISCR), Office of the Assistant General Legal Counsel OAGC(LC), Office of the General Counsel (OGC), Department of Defense (DoD), Pentagon, Washington, D.C. 20301.

Inactive case files, U.S. Army Investigative Records Repository, Fort Meade, Maryland 20755.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Government contractor employees whose industrial security clearance cases were referred to the OAGC(LC), DISCR, for adjudication under Executive Order 10865, as amended by Executive Order 5220.6; these cases pertain only to the individuals who cannot be granted clearance by the Defense Industrial Security Clearance Office (DISCO), Defense Investigative Service (DIS), Columbus, Ohio.

CATEGORIES OF RECORDS IN THE SYSTEM:

Alphabetical card index files for identification and location of case files within the DISCR.

Individual case files include general correspondence relating to case, investigative reports prepared by various investigative agencies conducting security clearance investigations, DISCO referral recommendation, determinations of the Screening Board, Examiners and the Appeal Board, DISCR, with implementing documents, including but not limited to, Statement of Reasons (SOR) issued to individual, his answer to the SOR, transcripts of hearings and exhibits.

DISCR case correspondence files maintained by case number, including case correspondence initiated by DISCR, with individuals, employers, attorneys, congressmen and investigative agencies.

Additionally, correspondence files include copies of Screening Board determinations and Appeal Board determinations from July 1967 to date in order to furnish an index and register of administrative detereminations under the Freedom of Information Act (FOIA), Pub. L. 93-502, Section 552.a(2)(C) OF Title 5, United States Code.

All final decisions in cases arising under DoD Directive 5220.6, since 1967, are published and indexed for public perusal. Names of applicants, witnesses, sources of information, etc., and identifying information, relative to those persons are deleted from these records to protect the privacy of persons involved.

DISCR Reader Files including DISCR-initiated correspondence, Screening Board determinations and Appeal Board determinations.

Decentralized Reader File segments of copies of Examiner's determinations and Appeal Board determinations to Department Counsel's Office and Screening Board, DISCR.

Chronological correspondence file of letters from assigned trial counsel to individual's attorneys or counsel, and other Federal offices for hearing arrangements.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10865, 'Safeguarding Classified Information Within Industry,' dated February 20, 1960, as amended by Executive Order 10909, dated January 17, 1961; and DoD Directive 5220.6, 'Industrial Personnel Security Clearance Program' dated December 20, 1976.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose and use of this record system are to determine whether it is clearly consistent with the national interest to grant or continue an individual's access to classified information.

INTERNAL USERS, USES, AND PURPOSES

DISCO, DIS, initiates investigation at request of employer and may grant but not deny clearance.

OAGC(LC), DISCR, determines individual's eligibility for security clearance and notifies the individual, and DISCO, DIS, of final decision.

U.S. Army, JAG, US. Army, Claims Services, Ft. Meade, Maryland 20755 in cases where claims for reimbursement are requested by an applicant.

EXTERNAL USERS, USES, AND PURPOSES

Department of Justice in cases where individual seeks Federal court review of adverse administration determinations under the Industrial Security Clearance Program.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, vertical file cards.

RETRIEVABILITY:

Active files alphabetically by name or by case number.

Inactive files by individual's name, date and place of birth, and Social Security Number (SSN).

SAFEGUARDS:

Records are stored in security combination lock file containers accessible only to DISCR authorized personnel.

RETENTION AND DISPOSAL:

Destroyed 25 years after file is no longer active.

Primary alphabetical card index files are retained permanently in Central Office, DISCR, Alphabetical Index Cards for case control purposes in suboffices, i.e., Screening Board, Department Counsel's Office and Appeal Board are retained during active processing of cases and then destroyed.

All Reader Files are destroyed within 60 days of issue.

SYSTEM MANAGER(S) AND ADDRESS:

The Assistant General Legal Counsel AGC(LC), Directorate for Industrial

Security Clearance Review (DISCR), Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: OAGC(LC), DISCR, Room 3D282, Pentagon, Washington, D.C. 20301. Telephone: 202-697-8350.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to OAGC(LC), DISCR, Room 3D282, Pentagon, Washington, D.C. 20301.

Written requests should include the individual's full name, date and place of birth, Social Security Number (SSN), and notarized signature.

The records requested and available, subject to statutory exemptions, may be made available to the record subject for review at the following locations:

Directorate for Industrial Security Clearance Review (DISCR), Office of the General Counsel, DoD, Room 3D282, Pentagon, Washington, D.C. 20301.

Administrative Director, Eastern Hearing Office, DISCR, Office of the General Counsel, DoD, 26 Federal Plaza, Room 36-112, New York, New York 10007.

Adminstrative Director, Western Hearing Office, DISCR, Office of the General Counsel, DoD, 9920 S. LaCienega Blvd., Suite 1026, Inglewood, California 90301.

Administrative Director, Washington Hearing Office, DISCR, Office of the General Counsel, DoD, 710 Commonwealth Building, 1300 Wilson Blvd., Arlington, Virginia 22209.

Fees for copies must be borne by the record subject or his authorized representative requesting the review of the records.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Defense Investigative Service (DIS); Office of the Secretary of Defense (OSD); Defense Industrial Security Clearance Office (DISCO); U.S. Army Investigative Record Repository; record subject; attorneys or representatives.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this record system may be exempt under 5 U.S.C. 552a(k)(5).

DGC 05

SYSTEM NAME:

Administrative Files on Active Psychiatric Consultants to Department of Defense (DOD).

SYSTEM LOCATION:

Directorate for Industrial Security Clearance Review (DISCR), Office of the Assistant General Legal Counsel, OAGC(LC), Office of the General Counsel, DoD.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Psychiatric consultants who have entered into agreement with the Department of Defense to conduct psychiatric examination of individuals applying for industrial security clearance for access to classified information required in the performance of their work for classified Government contractors.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records filed alphabetically by last name of psychiatrist, consisting of correspondence concerning agreement to conduct psychiatric examinations requested by the Government; and initiation and confirmation of security clearance issued to psychiatrists.

Current list of active DoD psychiatric consultants.

Alphabetical card index file for identification and address of active psychiatric consultants.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

DoD Directive 5220.6, 'Industrial Personnel Security Clearance Program,' December 20, 1976; Executive Order 10865, February 20, 1960; and Executive Order 10909, January 17, 1961.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of this system is to maintain a record of active psychiatric consultants available to conduct psychiatric examinations of individual applicants for industrial personnel security clearance in convenient geographical areas.

INTERNAL USERS, USES, AND PURPOSES

Psychiatric consultants having active professional service agreements with and having been granted security clearance by the Department of Defense (DoD) are used by DISCR, OAGC(LC), and Defense Industrial Security Clearance Office (DISCO), Defense Investigative Service (DIS), in processing requests for industrial personnel security clearance of individuals.

EXTERNAL USERS, USES, AND PURPOSES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, vertical file cards.

RETRIEVABILITY:

Alphabetically by surname.

SAFEGUARDS:

Records are stored in security combination lock file cabinets accessible only to DISCR authorized personnel.

RETENTION AND DISPOSAL:

Destroy six months after agreement between consultant and DoD has been terminated.

SYSTEM MANAGER(S) AND ADDRESS:

The Assistant General Legal Counsel, AGC(LC), Directorate for Industrial Security Clearance Review, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: OAGC(LC), DISCR, Room 3D282, Pentagon, Washington, D.C. 20301. Telephone: 202-697-8350.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to OAGC(LC), DISCR, Room 3D282, Pentagon, Washington, D.C. 20301.

Written requests should include the individual's full name, date and place of birth, and notarized signature.

The records requested may be made available to individuals for review at the following location: DISCR, OAGC(LA), Room 3D282, Pentagon, Washington, D.C. 20301.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Copy of Letter of Consent (for security clearance), DISCO Form 560, and correspondence with individual psychiatrists.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DGC02

SYSTEM NAME:

Private Relief Legislation File

SYSTEM LOCATION:

Primary System - Office of the General Counsel, Office of the Secretary of Defense, Pentagon, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals for whom private relief legislation has been introduced in Congress.

CATEGORIES OF RECORDS IN THE SYSTEM:

Private relief legislation files of the Office of the General Counsel, Office of the Secretary of Defense, contain the history of legislation concerns individuals and contains information about them.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U.S. Code, Section 133 and 137

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Routine use of the files is by the attorneys in the Office of the General Counsel, Office of the Secretary of Defense and personnel in the Department of Defense.

Purpose of the files is to produce working papers in development of a department position.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed by name and bill number.

SAFEGUARDS:

Stored in metal filing cabinets where they are kept in a locked room.

RETENTION AND DISPOSAL:

Files are retained as long as there is an office interest in the legislation after which they are destroyed or retired to the Federal Records Center, Suitland, Maryland.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Legislative Reference Service, Office of the General Counsel, Office of the Secretary of Defense, Room 4A948, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Written request for information should be addressed to the SYSMANAGER, Director, Legislative Reference Service, Office of the General Counsel, Office of the Secretary of Defense, Room 4A948, Pentagon, Washington, D. C. 20301. Valid proof of identity is required.

RECORD ACCESS PROCEDURES:

Procedure for gaining access by an individual to his records may be obtained from the following:

Office of the Assistant General Counsel (Manpower, Health & Public Affairs)
Room 3E977
Pentagon
Washington, D. C. 20301
202-OX7-9657

CONTESTING RECORD PROCEDURES:

Office of the Assistant General Counsel (Manpower, Health & Public Affairs), Office of the Secretary of Defense, Room 3E977, Pentagon, Washington, D.C. 20301 may be contacted to obtain rules for contesting contents of records and appealing initial determinations.

RECORD SOURCE CATEGORIES:

Information contained in Private Relief Legislation files is obtained from various sources including correspondence with the Legislative Branch and inputs by the components of the Department of Defense.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DGC06

SYSTEM NAME:

Attorney and Summer Intern Position Applications

SYSTEM LOCATION:

Office of the Assistant General Counsel (Manpower & Health Affairs), Office of the Secretary of Defense, Room 3E999, Pentagon, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person who applies to the Office of General Counsel of DoD for an attorney position or for a summer intern position.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains copies of letters and any other documents submitted by applicants, such as resumes, SF-171s, and applicant writing samples, and also contains responses from the Office of the General Counsel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, United States Code, Sections 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL

To consider applicant qualifications for available positions in the Office of the General Counsel and the Defense Legal Services Agency.

EXTERNAL

To consider applicant qualifications for available positions in other employing authorities in the Department of Defense, when requested.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Documents filed chronologically in folders. Summer intern applicants filed alphabetically, with separate storage for first and second year students.

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By name card index indicating date in chronological file folder. Summer intern files retrievable by alphabetical file folders.

SAFEGUARDS:

Building employs security guards. Records are maintained in file cabinets to which office personnel grant access only to those with a need to know. Training and screening of office personnel regarding protection of sensitive legal files is applicable to the subject file.

RETENTION AND DISPOSAL:

Records are maintained for a one-year period. They are destroyed monthly. Summer intern applicant files are destroyed at the end of the summer.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant General Counsel (Manpower & Health Affairs), Office of the Secretary of Defense, Room 3E999, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Assistant General Counsel (Manpower & Health Affairs), Office of the Secretary of Defense, Room 3E999, Pentagon, Washington, D.C. 20301. Telephone: 202-697-9341.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the above System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b (see also OSD Administrative Instruction Number 81).

RECORD SOURCE CATEGORIES:

Application and related forms from the individual applying for position.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DMRA&L 01.0

SYSTEM NAME:

Teacher Correspondence Files

SYSTEM LOCATION:

Teacher Recruitment Section, Staffing Branch, Office of Dependents Schools, Office of Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics), Room 120, Hoffman building, 2461 Eisenhower Avenue, Alexandria, Va. 22331.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual with whom or about whom the Teacher Recruitment Section has correspondence.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains all correspondence received from and responses to individuals writing the Teacher Recruitment Section.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

PL 86-91

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

Teacher Recruitment Section - To maintain accurate record of correspondence with individuals making inquiry to Section, any individual records might be transferred to any component of the Department of Defense having a need to know in the performance of official business.

EXTERNAL USERS, USES, AND PURPOSES

Records may be disclosed to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in individual's file folder.

RETRIEVABILITY:

Filed alphabetically be either the last name of the correspondent or the last name of the employee/applicant the correspondence concerns.

SAFEGUARDS:

Building employs security guards, office locked during nonbusiness hours.

RETENTION AND DISPOSAL:

Files are retained for three years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Dependents Schools, Office of the Assistant Secretary of Defense (MRA&L), Pentagon, Washington, D. C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Chief, Teacher Recruitment Section,
DoD
Office of Dependents Schools
Room 120, Hoffman Building
2461 Eisenhower Avenue
Alexandria, Virginia 22331
Telephone: 202-325-0885

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Teacher Recruitment Section, Office of Dependents Schools, Office of the Assistant Secretary of Defense (MRA&L), Pentagon, Washington, D. C. 20301.

Written requests for information should contain full name and address of the individual.

For personal visits, the individual should be able to provide some acceptable identification such as driver's license or other identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Correspondence initiated by the individual or by others on his or her behalf and replies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DMRA&L 02.0

SYSTEM NAME:

Educator Application Files.

SYSTEM LOCATION:

Manual and automated records are maintained at the Teacher Recruitment Section, Personnel Division, Department of Defense Dependents Schools (DoDDS), Hoffman Building I, 2461 Eisenhower Avenue, Alexandria, Virginia 22331 and manual records at the six DoDDS regional personnel offices. A terminal is located in the Hoffman Building complex. Automated records are maintained at the main computer site which is operated by the Service Bureau Company (SBC) located in Columbus, Ohio.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Prospective teachers applying for positions within the DoDDS system and current DoDDS teachers and educators applying for either interregional transfers or positions in the DoDDS Educator Career Program.

CATEGORIES OF RECORDS IN THE SYSTEM:

Prospective Teachers: Files contain all papers and forms relating to the individual's application for employment to include Personal Qualification Statement (SF 171), Supplemental Application of Employment with DoDDS (DS Form 5010), Professional Evaluation, DoDDS (DS Form 5011), DoDDS Application Index (DS Form 5012), interviewer's worksheets, official college transcripts, copy of teaching certificates, copy of birth certificate, and correspondence to or concerning the applicant.

Interregional Transfer Applicants: Files contain all papers and forms relating to the individual's application. A coded worksheet developed by the regional staff is provided to the central personnel office for processing (remainder of material retained at the region). Also included are miscellaneous worksheets and correspondence relating to the application.

Educator Career Program Applicants: Files contain all papers and forms relating to the individual's application to include: DoDDS Educator Career Program Application (DS Form 5080), DoDDS Assessment of Potential (DS Form 5081), DoDDS Educator Career Program Rating Sheet (DS Form 5082), and miscellaneous worksheets and correspondence relating to the application.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

20 U.S.C. Sections 902, 903 and 931.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

Teacher Recruitment Section and Regional Offices: To determine qualifications and make selections of candidates for vacant positions within the DoDDS system (including new teachers, interregional transfers, and Educator Career Program positions), to review types of experience, educational background, evaluation of previous employers, professional credentials, interviewers' ratings.

Department of the Army, Air Force, and Navy Staff Agencies and Commands: To complete processing of hired individuals, to obtain Office of Personnel Management National Agency Check, medical examination, passports; to arrange transportation and shipment/storage of household goods; and to provide gaining Civilian Personnel Office necessary documentation for placing individual on rolls.

Any individual's records in a system of records might be transferred to any Component of the Department of Defense having a need to know in the performance of official business.

EXTERNAL USERS, USES, AND PURPOSES

The SBC which operates the automated system.

Records may be disclosed to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders are stored at the DoDDS personnel office or regional offices; some files are supported by automated files which are maintained on disks and/or tapes at the central computer site.

RETRIEVABILITY:

The manual files are filed alphabetically by name. The automated records are indexed by name or system assigned number (assigned chronologically upon input). Also, any comination of data in the automated file can be used to select individual records. Only authorized individuals (i.e., personnel staffing specialists) are provided user identification numbers and passwords to access the system via terminal.

SAFEGUARDS:

Paper records are maintained in files which are accessible only to authorized personnel.

A. Description of automated process. Current hardcopy records of information and disks are maintained in the DoDDS personnel office where access can be controlled. The office is locked after normal duty hours and building is secured by a private security force. Hardcopy records of interregional transfer applicants and a portion of the Career Educator applicants are maintained in the regional offices in locked cabinets and/or locked offices where access can be controlled and which are locked after normal duty hours. Approved special requests for data can be supported by ad hoc inquiry. Any combination of data can be used to select individual records for special processing.

B. Physical safeguards. A high-speed remote batch terminal, used for this system, is located in the DoDDS personnel office. The office is secured after normal duty hours to preclude unauthorized access. Access to the personnel terminal and all hardcopy records are controlled by office personnel. Access to automated data files by terminal is controlled by the use of a user ID and passwork system. The central computer site is owned and operated by the SBC which has a complex security system. The site is guarded 24 hours a day, year-round, and employs a system of electronic locks, alarm systems, closed-circuit television, and intercom devices to preclude access by unauthorized personnel. All visitors are registered, escorted, and accounted for at all times. SBC has a back-up power supply so that the system will remain on-line during power shortages. Back-up tapes are run daily, weekly, and monthly and stored in fireproof vaults. A second copy of monthly tapes is stored in an off-site vault with 24-hour security.

C. Remote terminal access. Access to the terminal is controlled by the use of user identification numbers and passwords. The passwords are initially assigned by SBC; however, the user is immediately instructed to change it to something only known to him/her. Only through a complex internal checking system, can authorized SBC personnel access the password in the event it is lost or forgotten by the user. The password can be changed as frequently as desired and is now changed every 6 months or upon the departure of employee which has knowledge of it.

D. Storage Media. Hardcopy files are stored in the personnel office or in regional offices. Disks used in the personnel office are also stored there. Data retained by SBC is on disks and magnetic tape.

E. Risk analysis. The main computer site is adequately secure for storage of personal information. SBC is bound to uphold all provisions of the Privacy Act in accordance with GSA contract procedures. The terminal is protected so that unauthorized access to information can be prevented.

RETENTION AND DISPOSAL:

Prospective Teachers: Records are retained for recruitment period (no more than 1 year). For nonselected applicants, portions are returned to applicant for future use and portions are destroyed unless the applicant has indicated a desire to reapply in which case portions of the file are retained until the next recruitment period. Records of selected applicants are forwarded to the Departments of the Army, Air Force, and Navy as appropriate for processing.

Interregional Transfer Applicants: File is retained for 1 year and destroyed.

Career Educator Program Applicants: Applications are retained for 2 years (unless updated by applicant) and destroyed.

Automated Records: Back-up tapes at SBC are erased every 6 months via complete overwriting. Archive tapes after release by user are degaussed. When released by user, all tapes used for data which are on disk are automatically reset to 0 before anyone may use the storage space. Disks used on the terminal in the personnel office are erased when no longer needed and reused (i.e. never leave the office and are never used by another system).

SYSTEM MANAGER(S) AND ADDRESS:

Ms. Marilee Sprenkle, Chief, Teacher Recruitment Section, Office of Dependents Schools, 2461 Eisenhower Avenue, Alexandria, Virginia 22331, telepohone (202) 325-0885.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Chief, Teacher Recruitment
DoD Dependents Schools, Room 120
2461 Eisenhower Avenue
Alexandria, Virginia 22331
Telephone: (202) 325-0885

RECORD ACCESS PROCEDURES:

Requests from individuals for their own files should be sent to the address indicated in 'Notification Procedure' section, above. Written requests for

information should contain the full name and address of the individual and a notarized signature.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R., Part 286b, and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information is obtained from the individuals concerned, currrent and past employers, and educational institutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552a(k)(5). (See 32 CFR 286b (OSD Admin. Inst. No. 81).

DMRA&L 03.0

SYSTEM NAME:

Employer Support File (PLEDGE).

SYSTEM LOCATION:

Primary Location: National Guard Computer Center, 5600 Columbia Pike, Falls Church, VA 22041.

Hardcopy roster located at: National Committee for Employer Support of the Guard and Reserve, Suite 206, 1735 N. Lynn St., Arlington, VA 22209.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Company Name, Self-employed individuals, individuals heading companies bearing their names, the pledging officials representing various companies, or staff directors who have pledged to support the National Guard and Reserve Components.

Volunteer memebers of state and area employer support committees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, address, geographic location, and size of pledging company.

Name, address of state committee members.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 136.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of the file is to assist in informing the public and encouraging employers to support the Guard and Reserve.

INTERNAL USERS, USES, AND PURPOSES

National Committee for Employer Support of the Guard and Reserve; used to answer inquiries from employees or prospective employees of companies concerning whether a company has pledged to support the Guard and Reserve; used by members of the state committees for employer support to assist Guard and Reserve members who are experiencing difficulties with companies that have pledged; used as a screening tool to prevent resolicitation of support from employers who have already pledged; used to supply state level organizations' lists of companies in states which have pledged; used to prepare speech and press release material mentioning companies that have pledged. Membership roster of state and area committees used for mailings, and routine business.

Any individual records in the system may be transferred to any component of the Department of Defense having a need-to-know in the performance of official business.

EXTERNAL USERS, USES, AND PURPOSES

Records may be disclosed to law enforcement or investigatory authorities for investigation and possible crimnal prosecution, and civil court action, or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic computer tape.

RETRIEVABILITY:

Retrieved by company name, geographic location, or type of business.

Retrieved by state membership.

SAFEGUARDS:

Primary location is a TOP SECRET facility.

Hardcopy output is accessible to authorized personnel only during working hours; room is locked after hours and building has security guards.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Chairman, National Committee for Employer Support of the Guard and Reserve, Suite 206, 1735 N. Lynn St., Arlington, VA 22209.

NOTIFICATION PROCEDURE:

Information may be obtained from:

Chairman, National Committee for Employer Support of the Guard and Reserve, Suite 206, 1735 N. Lynn St., Arlington, VA 22209 Telephone: 202/696-5303

RECORD ACCESS PROCEDURES:

Requests for information should be addressed to: Chairman, National Committee for Employer Support of the Guard and Reserve, Suite 206, 1735 N. Lynn St., Arlington, VA 22209.

Written requests should contain the name of the individual and/or employer, current mailing address and telephone number.

For personal visits, the individual should be able to provide some acceptable identification such as driver's license.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information is supplied by employers who have pledged, from Dunn and Bradstreet, and from Census Data.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DMRA&L 06.0

SYSTEM NAME:

Department of Defense Priority Placement Program (STOPPER LIST)

SYSTEM LOCATION:

Primary Location: Defense Electronics Supply Center, 1507 Wilmington Pike, Dayton, Ohio 45444

Decentralized locations: hard copy rosters/listing supplied every two weeks to all DoD Civilian Personnel Offices world-wide (approximately 500 locations) and to other personnel management activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Displaced career and career-conditional employees adversely affected by reductions-in-force or transfer of function; overseas non-displaced career and career-conditional employees being returned to the U.S. All individuals in file must voluntarily initiate entry into the system.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains summary of occupational experience, education, training, age, sex, height and weight,marital status.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 136

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of the file is to assist displaced employees and overseas returnees in securing employment.

DoD Civilian Personnel Offices - used to assist activities in filling vacant positions and in assisting displaced employees and overseas returnees in obtaining employment.

DoD Activities: short resume of individual's background used in assessing qualifications for vacant positions.

Office of the Deputy Assistant Secretary of Defense, Civilian Personnel Policy - used for statistical analyses of civilian personnel employment trends and patterns and for establishing policy and for planning purposes; informing individuals in system of non-government job opportunities.

Other Federal Agencies: used in filling vacant positions.

Any individual records contained in the system might be transferred to any component of the Department of Defense having the need to know in the performance of official business.

Any record may be disclosed to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic computer tape

RETRIEVABILITY:

Normally retrievable by occupation and grade.

SAFEGUARDS:

The primary location is identified as a secure area; access is through electrically controlled doors and cypher locks; tapes are stored in a vault when not in use.

RETENTION AND DISPOSAL:

Records of displaced employees are maintained in the system for one year.

Records of overseas returnees are entered six months prior to return and are maintained until individual is placed in job or leaves the government. Initial input for records is hard copy, which is destroyed after tape record is created.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Staffing Policies and Programs, Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy), Room 3D281, The Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from the Department of Defense Civilian Personnel Office where the individual registered to enter the system.

RECORD ACCESS PROCEDURES:

Written requests from individuals should be directed to the Department of Defense Civilian Personnel Office where the individual registered to enter the system and should include name and current mailing address and telephone number.

For personal visits, the individual should be able to present to the personnel office some acceptable identification, such as a driver's license or other ID card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

The individual must take action to place his record in the system; information entered into the record is provided by the individual in writing or through employment counseling; additional information is obtained from the individual's official personnel file (201 file).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DMRA&L 07.0

SYSTEM NAME:

Department of Defense Overseas Employment Program

SYSTEM LOCATION:

Defense Electronics Supply Center, 1507 Wilmington Pike, Dayton, Ohio 45444.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Career and career-conditional employees of the Federal Government and reinstatement eligible employees who desire overseas employment and voluntarily register.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains summary of occupational experience, education, training, age, sex, height and weight,marital status.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 136

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of the system is to provide an automated applicant supply system for use in filling overseas job vacancies.

Department of Defense activities - the system is utilized to fill overseas job vacancies.

Other Federal Agency - the system is utilized to fill overseas job vacancies.

Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy) - used for statistical analyses for policy, planning, and guidance; for evaluation of the effectiveness of the program, and for monitoring of activity compliance with the program.

Any individual records contained in the system might be transferred to any component of the Department of Defense having the need to know in the performance of official business.

Any record may be disclosed to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic Computer Tape.

RETRIEVABILITY:

Retrieval by occupational skill and grade.

SAFEGUARDS:

The location is identified as a secure area; access is through electrically controlled doors and cypher locks; tapes are stored in a vault when not in use.

RETENTION AND DISPOSAL:

Records remain in the system for one year or until the individual is placed in an overseas position; the individual is notified after eleven months that his registration is about to expire and is given the opportunity to re-register for another year.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Staffing Policies and Programs, Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy), Room 3D281, The Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from the Department of Defense Civilian Personnel Office where the individual registered to enter the system.

RECORD ACCESS PROCEDURES:

Written requests from individuals should be directed to the Department of Defense Civilian Personnel Office where the individual registered to enter the system and should include name, current mailing address and telephone number.

For personal visits, the individual should be able to present to the personnel office some acceptable identification, such as driver's license or other ID card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information in the file is obtained from the individual, either in writing or through interviews with personnel counselors, and from his official personnel file (201 file).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DMRA&L 09.0

SYSTEM NAME:

Defense Equal Opportunity Management Institute.

SYSTEM LOCATION:

Primary Location - Bldg. 559(MU811) Patrick AFB, Fla. 32925.

Hard copy backup file for students in active status, and for former students, the location is Deputy Director for Special Programs, Defense Equal Opportunity Management Institute, Patrick AFB, Fla. 32925.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All current or former students at the Defense Equal Opportunity Management Institute.

CATEGORIES OF RECORDS IN THE SYSTEM:

Life history summary, name, race, age, military organization, test and examination scores and forms, peer group and instructor ratings, advisor progress reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 136

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of the file is to evaluate the progress of students enrolled at the Defense Equal Opportunity Management Institute and to create a permanent record of academic accomplishment.

INTERNAL USERS, USES, AND PURPOSES

The Defense Equal Opportunity Management Institute - Used by advisors in counseling students, to verify attendance and grades to colleges and universities; to select instructors; to make decisions to release students from the program.

Used by students to evaluate their programs.

Any individual records in the system may be transferred to any component of the Department of Defense having the need to know in the performance of official business.

EXTERNAL USERS, USES, AND PURPOSES

Records may be disclosed to law enforcement or investigatory authorities for investigations and possible criminal prosecution, civil court action, or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Primary file is magnetic computer tape. Backup files are paper records in file folders.

RETRIEVABILITY:

Files are sequenced alphabetically by last name by class.

SAFEGUARDS:

Primary location is a controlled access area. Backup files - storage is in locked file cabinets. Only authorized personnel have access to files.

RETENTION AND DISPOSAL:

Permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Defense Equal Opportunity Management Institute, Patrick AFB, Fla. 32925.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Director, Defense Equal Opportunity Management Institute
Patrick AFB, Fla. 32925
Telephone: 305-494-6976

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the Director, Defense Equal Opportunity ManagementInstitute, Patrick AFB, Fla. 32925.

Written requests for information should contain the full name, current address and telephone number, and class of the individual.

For personal visits, the individual should be able to provide some acceptable identification, such as military ID card or driver's license.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information is provided by the individual, student peers, instructors, counselors, and examinations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DMRA&L 10.0

SYSTEM NAME:

Equal Opportunity Complaint File

SYSTEM LOCATION:

Office of the Deputy Assistant Secretary of Defense (Equal Opportunity), Room 3E319, The Pentagon, Washington, D.C. 20301

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who has filed or had filed on his behalf a discrimination complaint.

CATEGORIES OF RECORDS IN THE SYSTEM:

The letter or document initiating complaint, directions to services on investigating complaint, services' investigatory report, and copies of response to complainant.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 136

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of the file is to cause action to be taken on discrimination complaints.

Office of the Deputy Assistant Secretary of Defense (Equal Opportunity) - used to answer queries concerning status or disposition of complaints, for assigning actions and reviewing actions on complaints, and for analyses of trends or patterns in discrimination complaints.

Records in the system may be transferred to any other Department of Defense component having the need to

know in the performance of official business.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folder.

RETRIEVABILITY:

Filed by first letter of last name for service and year.

SAFEGUARDS:

Kept in file drawer; building has security guards.

RETENTION AND DISPOSAL:

Files are retained for one year in active status, one year in inactive status, and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Assistant Secretary of Defense (Equal Opportunity), Room 3E319, The Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Deputy for Plans and Policy
Office of the Deputy Assistant Secretary of Defense (Equal Opportunity)
Room 3E319
The Pentagon
Washington, D.C. 20301
Telephone: 202-695-0107

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Deputy for Plans and Policy, Office of the Deputy Assistant Secretary of Defense (Equal Opportunity), Room 3E319, The Pentagon, Washington, D.C. 20301.

Written requests for information should contain the full name of the individual, Service, current address, and telephone number.

For personal visits, the individual should be able to provide some acceptable identification such as a driver's license or other ID card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information contained in the file is obtained from the individual or someone acting on his behalf, from the Services' investigation of the complaints.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DMRA&L 15.0

SYSTEM NAME:

Reports of Defense Related Employment.

SYSTEM LOCATION:

Office of the Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics), Pentagon, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Retired or former military officers in grades of major or lieutenant commander or above and former civilian officers and employees of the Department of Defense employed at or above the minimum salary of GS-13, who, during any of the first three years after termination of service or employment with the Department of Defense, are employed at fifteen thousand dollars or more per year by a Defense contractor who, during that year, was awarded contracts by the Department of Defense totaling ten million dollars. Also covered are current officers and employees of the Department of Defense employed at or above the minimum salary level of GS-13, who within the preceding three years were employed by such a Defense contractor.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of report DD Form 1787 completed by individuals covered by the system and forwarded to the Department of Defense describing their employment with the Department of Defense and with the Defense contractor and a listing showing the names of individuals who submitted completed DD Form 1787.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

The system was established and is maintained as required by Public Law 91-121, section 410, approved November 19, 1969.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The records are available for public inspection in accordance with the specific terms of section 410(f) of Public Law 91-121. There is no limitation or restriction on use by the public of the information contained in the report.

Section 410 (d) of Public Law 91-121 requires the submission to the President of the Senate and Speaker of the House of Representatives by December 31 of each year of information in the reports submitted by individuals during the preceding Fiscal Year.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

In metal file cabinet.

RETRIEVABILITY:

Alphabetical by name of individual.

SAFEGUARDS:

Maintained in unlocked file cabinet when not in use.

RETENTION AND DISPOSAL:

Retire to WNRC when three years old. Destroy when 10 years old.

SYSTEM MANAGER(S) AND ADDRESS:

The Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics), Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Any individual who desires to know whether a report DD Form 1787 submitted by him is on file may address a letter inquiry to the SYSMANAGER, Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics), Pentagon, Washington, D.C. 20301. Inasmuch as the reports are available for public inspection no proof of identity is required.

RECORD ACCESS PROCEDURES:

On request of any individual the reports on file are made available for inspection in the office of the SYSMANAGER, Room 3C980, Pentagon, Washington, D.C.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R., Part 286b, and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

The individual submitting the DD Form 1787.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DMRA&L 17.0

SYSTEM NAME:

DoD Teacher Back Pay Project.

SYSTEM LOCATION:

DoD Office of Dependents Schools, 2461 Eisenhower Avenue, Alexandria, Virginia 22331.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All former DoD Overseas Dependents School teachers who are paid under Public Law 89-391, dated April 14, 1966.

CATEGORIES OF RECORDS IN THE SYSTEM:

System is comprised of names, Social Security Numbers, and Dates of birth of former DoD overseas teachers, and information extracted from their Official Personnel Records which will effect computation of their retroactive pay; and current addresses of former teachers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Court Decision in the case called Virginia J. March et al. v. United States of America (Civil Action 3437-70, U.S. District Court, District of Columbia, June 30, 1975) on intent of Public Law 89-391, dated April 14, 1966.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

Used by Office of Dependents Schools Back Pay Project workers to compute back pay as it applies to individual teacher; prepare necessary updating for individual's Official Personnel Record, life insurance entitlement where applicable; prepare reports to individual teachers, Treasury, Social Security, Office of Personnel Management, attorneys for the teachers, and General Accounting Office. Addresses will be made for mailing purposes.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Rountine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer tapes, computer printouts.

RETRIEVABILITY:

Social Security Number (SSN) and name.

SAFEGUARDS:

All records are stored under strict control, maintained in spaces normally accessible only to authorized personnel, in cabinets in locked room

RETENTION AND DISPOSAL:

Records will be maintained in this office until all requirements of the judgment and will be destroyed when they are no longer useful.

SYSTEM MANAGER(S) AND ADDRESS:

Director, DoD Office of Dependents Schools, Office of the Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics).

NOTIFICATION PROCEDURE:

Requests by correspondnece should be addressed to Director, DoD Office of Dependents Schools, Attn: Back Pay Project, 2461 Eisenhower Avenue, Room 148, Alexandria, Va. 22331. Telephone: 202-325-0660. Letter should contain the full name and signature of the requester.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to same address as stated in the 'Notification procedure:', above.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Official Personnel Records obtained from Federal Records Center and other agencies currently employing individuals concerned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DMRA&L 19.0

SYSTEM NAME:

Automated Career Management System (ACMS) DD-M(AR)1456.

SYSTEM LOCATION:

Primary System--DoD Centralized Referral Activity, 1507 Wilmington Pike, Dayton, Ohio 45444.

Decentralized System--Defense ADP Resources Office, Cameron Station, Alexandria, Virginia 22314.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Department of Defense civilian career program employees GS-5 or higher and former employees; and DoD Senior Executive Service Candidates.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, home and work addresses, Social Security Number (SSN), educational background, work experience, grade and salary, occupation, age, special qualifications, awards, military reserve status, and supervisory appraisals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, United States Code, Sections 301 and 302, which authorize Agency Heads to: establish civilian personnel management programs; maintain files and records necessary to operate such programs; and delegate civilian personnel management authorities to subordinate officials.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

This system provides a list of eligible candidates qualified to fill position vacancies normally at GS-13 and higher grade levels and to provide information for program analyses and management.

INTERNAL USERS, USES, AND PURPOSES

All DoD Civilian Personnel Offices and the DoD Components serviced by these offices are required to submit job vacancies to designated occupation series against Automated Career Management System (ACMS), for the generation of a list with resumes of qualified candidates for consideration by a selection panel and others.

Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy)-Used for statistical analyses of civilian work force, and management and evaluation of specific employment programs within the Department of Defense.

Any individual records contained in the system may be transferred to any component of the Department of Defense having the need-to-know in the performance of official business.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Disc packs.

RETRIEVABILITY:

Retrievable by occupation, Social Security Number (SSN), name, specific skills, educational background, or training background.

SAFEGUARDS:

The location is identified as a secure area; access is through electrically controlled doors and cypher locks; disc

packs are stored in a vault when not in use.

RETENTION AND DISPOSAL:

Active records are maintained up to one year after termination of the individual's employment with the Department of Defense, or upon notification that the individual no longer is employed in a position for which registration is required. Inactive records of personnel are retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Staffing and Career Management, Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy), Room 3D264, Pentagon, Washington, D.C. 20301. Telephone: 202-697-3402.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager.

RECORD ACCESS PROCEDURES:

Written requests from individuals should be addressed to Director, Centralized Referral Activity, DoD-CRA-R, 1507 Wilmington Pike, Dayton, Ohio 45444.

For personal visits, the individual should be able to provide some acceptable form of identification, such as a driver's license.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R., Part 286b, and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Data are obtained from records subjects, from their official personnel folders, and from supervisory appraisals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DMRA&L 21.0

SYSTEM NAME:

Department of Defense Dependents Schools (DoDDS) Grievance Records.

SYSTEM LOCATION:

Office of Dependents Schools, 2461 Eisenhower Avenue, Room 120, Alexandria, Virginia 22331; six regional offices located in London, England; Wiesbaden, Germany; Karlsruhe, Germany; Madrid, Spain; Okinawa, Japan; and Panama; in principals' offices of DoDDS schools; and at the servicing civilian personnel offices at various military installations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current or former Federal employees who have submitted grievances in accordance with 5 USC 2302, and 5 USC 7121, or a negotiated procedure.

CATEGORIES OF RECORDS IN THE SYSTEM:

This system contains records relating to grievances filed by DoD Dependents Schools (DoDDS) employees under 5 USC 2302, and 5 USC 7121. These case files contain all documents related to the grievances, including statements of witnesses, reports of interviews and hearings, examiner's findings and recommendtions, a copy of the original and final decision, and related correspondence and exhibits. This system includes files and records of internal grievance and arbitration systems that DoDDS may establish through negotiations with recognized labor organizations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 2302, and 5 USC 7121.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

This information is used by the DoDDS in the creation and maintenance of records of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained; or for related work force studies. While published statistics and studies do not contain individual identifiers, in some instances the selection of elements of data included in the study may be structured in such a way as to make the data individually identifiable by reference.

EXTERNAL USERS, USES, AND PURPOSES

These records and information in these records are used:

a. To disclose pertinent information to the appropriate Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order, where the disclosing agency becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation.

b. To disclose information to any source from which additional information is requested in the course of processing a grievance, to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, and identify the type of information requested.

c. To disclose information to a Federal agency, in response to its request, in connection with the hiring or retention of an employee; the issuance of a security clearance; the conducting of a security of suitability investigation of an individual; the classifying of jobs; the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to requesting the Agency's decision on the matter.

d. To provide information to a congressional office from the record of a individual, in response to an inquiry from that congressional office, made at the request of that individual.

e. To disclose information to another Federal agency or to a court when the Government is party to a judicial proceeding before the court.

f. By the National Archives and Records Services (General Services Administration) in records management inspections conducted under authority of 44 USC 2906.

g. To disclose information to officials of the Merit Systems Protection Board, including the Office of the Special Counsel, the Federal Labor Relations Authority and its General Counsel; or the Equal Employment Opportunity Commission, when requested in performance of their authorized duties.

h. To disclose in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or adminsitrative proceeding.

i. To provide information to officials of labor organizations reorganized under the Civil Service Reform Act when relevant and necessary to their duties, exclusive representation concerning personnel policies, practices, and matters affecting work conditions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records maintained in file folders.

RETRIEVABILITY:

These records are retrieved by the names of the individuals on whom the records are maintained, by case number, and by subject matter of the grievance.

SAFEGUARDS:

These records are maintained in locked metal file cabinets, with access

only to authorized DoDDS employees and servicing civilian personnel offices.

RETENTION AND DISPOSAL:

These records are disposed of not sooner than 3 years after closing of the case. Disposal is by shredding or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Mr. Paul Wolfe, Chief, Management Employee Relations Branch, Personnel Division, Office of Dependents Schools, 2461 Eisenhower Avenue, Room 120, Alexandria, Virginia 22331, telephone: 202-325-0690.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager.

RECORD ACCESS PROCEDURES:

Request for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information in this system of records is provided:

a. By the individual on whom the record is maintained.
b. By testimony of witnesses.
c. By Agency officials.
d. From related correspondence from organizations or persons.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DMRA&L 22.0

SYSTEM NAME:

DoD Dependent Children's School Program Files.

SYSTEM LOCATION:

Active Students - DoD operated overseas dependents schools, regional offices, and the Office of Dependents Schools (ODS), Alexandria, Virginia.

Former High School Students - Permanent records (high school transcripts) are retained at the school for 4 years subsequent to graduation, transfer, or termination, then forwarded to the regional office for 1 year where they are compiled and forwarded to the Washington National Records Center (WNRC) except Panama. Records for the Panama region are retired to the East Point, Georgia, Federal Archives Records Center (FARC).

Former Panama Canal College Students - Permanent records (college transcripts) are retained at the college for 10 years, then retired to East Point FARC.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Students in the DoD operated overseas dependent schools.

CATEGORIES OF RECORDS IN THE SYSTEM:

A. Enrollment files:

Documents relating to the admission, registration, and departure of dependent school students. Included are pupil enrollment applications, course preference, admission cards, drop cards, and similar or related documents.

B. Daily attendance register files:

Documents reflecting the daily attendance of pupils at dependent schools. Included are forms, printouts, bound registers and similar or related documents.

C. Elementary school academic records:

Documents reflecting the standardized achievement, mental ability, yearly grade average, attendance of each student and the teachers' comments. Included are forms, notes, and similar or related documents.

D. Elementary school report card files:

Documents reflecting grades, personality traits, and promotion or failure. Included are report cards and similar or related documents.

E. Elementary school teacher class register files:

Documents reflecting daily, weekly, semester, or annual scholastic grades and averages, absence and tardiness data.

F. Elementary school student files:

Documents pertaining to individual elementary school students. Included in each folder are reading and health records; individual education plans; intelligence quotient; achievement, aptitude, and similar test results; notes related to pupil's progress and characteristics; and similar matters used by counselors and successive teachers.

G. Secondary school absentee files:

Documents reflecting absence of students. Included are homeroom teachers' registers, secondary school daily attendance records of absentees reported by teachers, tardy slips for admission of students to classroom, transfer slips notifying teachers of new class or homeroom assignment, notices of change by school principal to teacher upon change of classroom, student applications for permission to be absent, student pass slips, and similar or related documents.

H. Secondary school academic record files:

Documents reflecting student grades and credits earned. Included are forms, notes, and similar or related documents.

I. Secondary school report card files:

Documents reflecting scholastic grades, personality traits, and promotion or failure. Included are report cards and related documents.

J. Secondary school teacher class register files:

Documents reflecting daily, weekly, semester, or annual scholastic marks and averages, absence and tardiness, and withdrawal data. Included are class registers and similar or related documents.

K. Secondary school class reporting files:

Documents reflecting teacher reports to principals and used as source documents for preparing secondary school academic record cards. Included are forms, correspondence, and similar or related documents.

L. Credit transfer certificate files:

Documents reflecting secondary school scholastic credits earned. Included are certificates and similar or related documents.

M. Secondary school student files:

Documents pertaining to individual secondary school students. Included in each folder are student health records; individual education plans; absence reports and correspondence with parents pertaining to absence; records of achievement and aptitude tests; notes concerning participation in extracurricular activities, hobbies, and other special interests or activities of the student; and miscellaneous memorandums used by student counselors.

N. College absence, withdrawal, and add files:

Student applications for permission to be absent from final exams. Student drop and add class records and administrative withdrawal letter.

O. College academic record files:

Documents reflecting student grades and credits earned. Included are forms, notes, and similar or related documents.

P. College report card files:

Documents reflecting scholastic grades and promotion or failure. Included are report cards and related documents.

Q. College teacher class register files:

Documents reflecting daily, weekly, semester, or annual scholastic marks and averages, absence and withdrawal data. Included are class registers and similar or related documents.

R. College class reporting files:

Documents reflecting teacher reports to Registrar and used as source documents for preparing college

transcripts. Included are forms, correspondence, and similar or related documents.

S. Credit transfer certificate files:

Documents reflecting college scholastic credits earned. Included are certificates and similar or related documents.

T. College students files:

Documents pertaining to individual college students. Included in each folder are absence reports, records of achievement, and aptitude tests.

U. Automated support files:

Automated data files are composed of records containing the following information (varies by regional system): student registration data-student identification number, student name, sex, grade level, bus number, date of enrollment, date of birth, course numbers and names, teacher, credit, grades received, dates of absences, and sponsor's name, status, rank, date of rotation, organization, location of unit, local address, emergency address and phone.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Recurring provisions of the DoD Appropriations Act and Department of Defense Directive 1342.6, 'Department of Defense Dependents' Schools,' dated October 17, 1978, with change 1.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

A. Dependent children's school program files (general):

1. Records of students attending DoD operated overseas dependent schools are used by school officials, including teachers, to: (a) Determine the eligibility of children to attend these schools; (b) Schedule children for transportation; (c) Record daily and/or class attendance of students and date(s) of withdrawal; (d) Determine tuition paying students and record status of payments; (e) Determine students located in areas not serviced by dependents schools so that alternative arrangements for education can be made and payment made, as required; (f) Monitor special education services required by and received by the student; and (g) Used to develop and maintain reading and health records, including school related medical needs.

2. Records may also be released to other officials of the Department of Defense requiring information for operation of the Department (including defense investigative agencies) on a case-by-case basis in accordance with established policies and procedures.

B. Dependent children's school program files (elementary):

1. Used by school officials, including teachers, in the current and/or gaining school to develop and provide an educational program for elementary students by school personnel cited above.

2. Used in the following manner to record: (a) Teacher or standardized test data; (b) Attendance, absences, and/or tardiness of each student; (c) Recommendations for promotion or retention including teacher comments; (d) Daily, weekly, semester, or annual grades; and, (e) Notes related to the individual pupil's progress and learning characteristics useful to professional school personnel in counseling the student and in the determination of his/her proper placement.

C. Dependent children's school program files (secondary):

1. Used by school officials, including teachers, in the current and/or gaining school to develop and provide an education program for secondary students.

2. Documents are used by school personnel cited above in the following manner to: (a) Record teacher and/or standardized test data; (b) Record attendance, absences, and/or tardiness of each student; (c) Form the basis for a decision on a student request for permission to be absent from a class or classes; (d) Determine proper class or grade placement or graduation; (e) Determine scholastic grades and/or grade point average; (f) Form the basis for school recommendations for student financial aid for postsecondary education; (g) Form the basis for preparing the secondary school transcript; (h) Determine secondary school academic credits earned; and (i) Note special interest or hobbies of the student.

3. Used by DoD recruiting officials to determine eligibility for military service.

D. Dependent children's school program files (college):

1. Used by school officials, including teachers, in the current and/or gaining school to develop and provide an educational program for college students.

2. Documents are used by school personnel cited above in the following manner to: (a) Record teacher and/or standardized test data; (b) Record attendance and absences of each student; (c) Form the basis for a decision on a student request for permission to be absent from a class or classes; (d) Determine proper class or grade placement or graduation; (e) Determine scholastic grades and/or grade point average; (f) Form the basis for school recommendations for student financial aid for college education; (g) Form the basis for preparing the college transcript; and (h) Determine college academic credits earned.

3. Used by DoD recruiting officials to determine eligibility for military service.

E. Automated support. Automated support is used by school and regional officials (where applicable to:

1. Provide academic data to each student upon request, provide report cards, etc., at the end of each grading period, provide transcripts upon request, provide hard copy for manual files.

2. Provide academic data within the region and to ODS.

3. Used by DoD recruiting officials to determine eligibility for military service.

E. Automated support. Automated support is used by school and regional officials (where applicable) to:

1. Provide academic data to each student upon request, provide report cards, etc., at the end of each grading period, provide transcripts upon request, and provide hard copy for manual files.

2. Provide academic data within the region and to ODS.

3. Provide data within the Department of Defense on a need-to-know basis.

4. Provide data to other government agencies and Congress when a specific authorized need requires it.

EXTERNAL USERS, USES, AND PURPOSES

Documents of students attending the DoD overseas dependents schools may be used by authorized Federal representatives for employment purposes.

Academic data may be provided to other educational institutions and employers or prospective employers in accordance with current policies and procedures.

Student records and test results may be used by agencies contracted by DoDDS to evaluate various aspects of the system and student population. Contractors will be informed of their obligations under the Privacy Act in accordance with current policies and procedures.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Files are paper records in file folders.

RETRIEVABILITY:

A. Elementary school academic records and secondary school and college academic records (transcripts) are filed alphabetically by school, school year, and last name of student.

B. Elementary, secondary, and college teacher class register files are filed by school, school year, and last name of teacher.

C. Remaining dependent school student files are filed by school, school year, and last name of student.

D. The automated files are indexed by a variety of data, depending upon the region and school involved (some have regionally assigned student identification numbers, others are by last name of student). Also, any combination of data in the file can be used to select individual records. Only authorized personnel have required information to access the systems or process jobs.

SAFEGUARDS:

Paper records are maintained in files accessible only to authorized personnel.

Automated records:

A. Description of the automated process. Current hard copy records of all information are kept in locked file cabinets in limited access school offices. Computer-produced student records and reports become an integral part of the manual system and are retained in limited access school offices and/or locked cabinets. Computer disks, tapes, etc., are maintained in limited access areas within the various computer centers, regional offices, and/or schools. Approved special requests for data can be supported by ad hoc inquiry. Any combination of data can be used to select individual records for special processing.

B. Physical safeguards. Computer facilities and remote terminals are located in schools and regional offices throughout the school system. Particular regional systems vary; however, the same basic safeguards are employed (in various combinations) in all the systems. Computer hardware disk cards and other materials are secured in locked facilities after normal duty hours or are maintained in secure military computer centers. During school hours, storage media is stored in areas where access can be monitored. On-line access is protected by combinations of the following various factors: (1) users must have file and/or disk names; (2) users must have possession or approval to gain possession of appropriate disk(s); and, (3) users must have specifically designed codes and/or keys to permit read/write operations.

C. Storage media. Hard copy files are stored in the school offices of each participating school and regional offices. Computer files are stored on magnetic tape and disks, as outlined above.

D. Risk Analysis. All personal information which is collected and/or maintained for this system is stored in locations adequately secure for such information. Administrative safeguards have been instituted to prevent access to information in the automated systems.

RETENTION AND DISPOSAL:

A. Enrollment files:

Maintained at the respective school for 1 year after graduation, withdrawal, transfer, or death of the student, then destroyed.

B. Daily attendance register files:

Destroyed after reviewing attendance registers for the next school year.

C. Elementary school academic records files:

When a student transfers to another school, this file is forwarded by mail to officials of the receiving school on request in accordance with current regulations, or destroyed at the school 5 years after graduation, death, or withdrawal of the student.

D. Elementary school report card files:

Released to parents or student at the end of the school year or on transfer of the student.

E. Elementary school teacher class register files:

Destroyed at the school concerned after 5 years.

F. Elementary school teacher class register files:

Destroyed at the school concerned after 5 years.

F. Elementary school student files: (1) When a student transfers to another school, the reading and health records are released to the parents or student (if over 18 years of age) for hand-carrying to the receiving school; and (2) Remaining documents pertaining to the students are forwarded by mail to the officials of the receiving school o r the parent/guardian on request in accordance with current regulations; if not requested, documents are destroyed at the school concerned 1 year after graduation, death, or withdrawal of the student.

G. Secondary school absentee files:

Destroyed at the school after 1 year.

H. Secondary school academic record files (high school transcripts): (1) Permanent file (2) When a student transfers to another DoD dependents school, this file (transcript) is forwarded by mail to officials of the receiving school on request; (3) When a student transfers to a non-DoD school, a copy of the transcript is forwarded to the receiving school on request in accordance with current regulations; (4) Files not forwarded to another DoD school are retained at the school concerned for 4 years, the regional office for 1 year and then retired to the WNRC (or East Point FARC if in the Panama region) for an additional 60 years.

I. Secondary school report card files:

Released to parents of student or student (if over 18 years of age) at the end of the school year or on transfer of student.

J. Secondary school teacher class register files:

Retained at the school concerned for 5 years and then destroyed.

K. Secondary school class reporting files:

Destroyed at the school after 1 year.

L. Credit transfer certificate files:

Destroyed at the school after 1 year.

M. Secondary school student files: (1) Retained at the school concerned for 2 years after graduation, death, or withdrawal of the student; (2) When a student transfers to another school: (a) A copy of the record may be released to the parents or student (if over 18 years of age) for hand-carrying to the receiving school; (b) An official copy of the record will be forwarded to the receiving school in accordance with current regulations upon request. (The original record is retained at the school.)

N. College absentee files:

Destroyed at the school after 1 year.

O. College academic record files (college transcripts): (1) Permanent file; (2) When a student transfers to another college or university, this file (transcript) is forwarded by mail to officials of the receiving school upon receipt of an authorized request; and (3) Original files (transcripts) are retained at the college for 10 years then retired to East Point FARC.

P. College report card files:

Released to student at the end of the semester or school year, or on transfer of student.

Q. College teacher class register files:

Retained at the school for 5 years and then destroyed.

R. College class reporting files:

Destroyed at the school after 1 year.

S. Credit transfer certificate files:

Destroyed at the school after 1 year.

T. College school student files: (1) Retained at the school for 2 years; (2) When a student transfers to another school: (a) A copy of the record may be released to the parents or student (if 18 years of age) for hand-carrying to the receiving school; and (b) An official copy of the record will be forwarded to the receiving school upon request pending receipt of authorized request. (The original record is retained at the school).

U. Automated files:

Automated files are normally retained for 1 year. However, this may vary as all information is documented in the

manual files and the information in automated form may be destroyed earlier or later than 1 year for various internal purposes.

SYSTEM MANAGER(S) AND ADDRESS:

Dr. Anthony Cardinale, Director, Department of Defense Dependents Schools, 2461 Eisenhower Avenue, Alexandria, Virginia 22331, telephone: 202/325-0188.

NOTIFICATION PROCEDURE:

Information may be obtained from officials of the school concerned or from the System Manager.

RECORD ACCESS PROCEDURES:

A. Written requests for information on the records system and for instructions concerning personal visits may be forwarded to the principal of the school within 4 years after graduation, transfer, withdrawal, or death of student.

B. The fifth year, the principal should be contacted for elementary records or the System Manager for secondary records.

C. Subsequently, all requests for secondary records may be forwarded to the Department of the Army, HQ DA (DAAG-AMR), Washington, D.C. 20310, except for information from schools in Panama. These requests should be sent to: Director, DoDDS-Panama, APO Miami 34002.

D. All requests for college records should be sent to the college for the first 10 years, then to the director, DoDDS-Panama, address above.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R., Part 286b, and OSD Administrative Instruction 81.

RECORD SOURCE CATEGORIES:

Information is obtained from the individuals concerned and their parents/guardians, teachers, and school administrators.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DOCHA 01

SYSTEM NAME:

Health Benefits Files.

SYSTEM LOCATION:

Primary System--Beneficiary and Provider Relations Division (BR), OCHAMPUS, DoD, Aurora, Colorado 80045.

Decentralized Segment--Office of Appeals and Hearings (DCA), OCHAMPUS, DoD, Aurora, Colorado 80045.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals who seek health care under the Program for the Handicapped as CHAMPUS beneficiaries and/or extended hospitalization under the basic program as CHAMPUS/CHAMPVA beneficiaries.

CATEGORIES OF RECORDS IN THE SYSTEM:

Original correspondence with individuals, medical statements, Congressional inquiries, medical treatment records, authorizations for care, case status sheets, memos for record, follow-up reports justifying extended care, correspondence with fiscal intermediaries and work-up sheets maintained by case workers, and appeals and hearings case files consisting of transcript and/or other documentation pertaining to reconsiderations or appeals of adverse determinations affecting an individual's benefits under CHAMPUS/CHAMPVA.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 44, United States Code, Section 3101; Title 41, Code of Federal Regulations, Parts 101 11.000 et. seq.; Chapter 55, Title 10, United States Code; Section 613, Chapter 17, Title 38, United States Code, Title 32, Code of Federal Regulations, Part 199.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

The Office of the Civilian Health and Medical Program of the Uniformed Services (OCHAMPUS) uses the information to determine the eligibility of an individual for health care under CHAMPUS/ CHAMPVA; to authorize payment of health care claims by CHAMPUS/CHAMPVA beneficiaries; to respond to inquiries from Congressional offices made at the request of the individual covered by the system.

EXTERNAL USERS, USES, AND PURPOSES

Referral to the Department of Justice and/or foreign law enforcement agencies for possible criminal prosecution; and referral to the Secretary of the Department of Health and Human Services and/or the Administrator of the Veterans' Administration consistent with their statutory adminstration responsibilities under CHAMPUS/CHAMPVA pursuant to Chapter 55, Title 10, United States Code and Section 613, Chapter 17, Title 38, United States Code.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Hardcopy records in file folders. Automated records are maintained on magnetic tape and disc.

RETRIEVABILITY:

Retrievable numerically by case number (sponsor's Social Security Number), then alphabetically by letter assigned to each individual family member. Records are also retrievable by sponsor or beneficiary name. These records are also accessible through an automated index.

SAFEGUARDS:

Automated index is accessible only by authorized persons possessing user identification codes. Hardcopy records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained. Building is protected by Fitzsimons Army Medical Center (FAMC) security force.

RETENTION AND DISPOSAL:

Automated indexes are permanent. Hardcopy records are closed out at the end of the calendar year in which paid, or voided, as applicable; held 1 additional year at OCHAMPUS; and transferred to the Federal Records Center. The Federal Records Center will destroy the records after an additional 4 years retention.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Beneficiary and Provider Relations Division (BR), OCHAMPUS, DoD, Aurora, Colorado 80045. Telephone: 303-361-8220.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the System Manager.

Written requests for information should include the full name of the beneficiary, the full name of the sponsor, current address and telephone number. Should it be determined that the release of medical information to the requestor could have an adverse effect upon the individual's physical or mental health, the requestor will be required to provide the name and address of a physician who would be willing to receive the medical record and, at the physician's discretion, inform the individual covered

by the system of the contents of that record.

For personal visits to examine records, the individual should provide some acceptable identification such as a driver's license or other form of picture identification.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R., part 286b, and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Records of Fiscal Intermediaries (FI), contractors, CHAMPUS advisors, all branches of the Uniformed Service, Congressional inquiries, private physicians, consultants, applicants and inauiries made by individuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DOCHA 02

SYSTEM NAME:

Medical Care Inquiry Files.

SYSTEM LOCATION:

Executive Office (DE), OCHAMPUS, DoD, Aurora, Colorado 80045.

Decentralized Segment - Office of Appeals and Hearings (DCA), OCHAMPUS, Aurora, Colorado 80045.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals who seek information concerning health care under the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) and the Civilian Health and Medical Program-Veterans' Administration (CHAMPVA).

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents reflecting inquiries received from private individuals and Congress for nonprivileged information on such matters as medical treatment received and eligibility for medical care under CHAMPUS/CHAMPVA. Included are notifications to individuals of approval or termination of treatment, and similar or related documents.

Records consist of individual inquiries from personnel concerning eligibility under CHAMPUS/ CHAMPVA and replies thereto; Congressional inquiries on behalf of constituents concerning eligibility under CHAMPUS/CHAMPVA and replies thereto; files notifying personnel of eligibility or termination of benefits under CHAMPUS/CHAMPVA.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 44, United States Code, Section 3101; Title 41, Code of Federal Regulations, Parts 101 11.000 et. seq.; Chapter 55, Title 10, United States Code; Section 613, Chapter 17, Title 38, United States Code; Title 32, Code of Federal Regulations, Part 199.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

The Office of the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) uses the information to establish eligibility for health care under CHAMPUS/ CHAMPVA; to respond to an individual's inquiry concerning CHAMPUS/CHAMPVA; to respond to inquiries from Congressional offices made at the request of the individual covered by the system.

EXTERNAL USERS, USES, AND PURPOSES

Referral to the Secretary of the Department of Health and Human Services and/or Administrator of the Veterans' Administration consistent with their statutory administrative responsibilities under CHAMPUS/ CHAMPVA pursuant to Chapter 55, Title 10, United States Code, and Section 613, Chapter 17, Title 38, United States Code; and referral to the Department of Justice and/or foreign law enforcement agencies for possible criminal prosecution.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Hard copy records in file folders.

RETRIEVABILITY:

Filed alphabetically by the last name of inquirer. These records are also accessible through an automated index by case number, sponsor's name and Social Security Number.

SAFEGUARDS:

Automated index is accessible only by authorized persons possessing user identification codes. Hard copy records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained. Building is protected by Fitzsimons Army Medical Center (FAMC) security force.

RETENTION AND DISPOSAL:

Automated indexes are permanent. Hard copy records are retained in active file until end of calendar year in which injury occurred, held 5 additional years in inactive files and then destroyed or permanently preserved in accordance with records disposal authority as dictated by subject matter.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Beneficiary and Provider Relations Division (BR), OCHAMPUS, DoD, Aurora, Colorado 80045. Telephone: 303-361-8220.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the System Manager.

Written requests for information should include the full name of the individual, or his military sponsor, current address and telephone number, case number, if one has been assigned, and the office symbol on all correspondence received from this office.

For personal visits to examine records, the individual should be able to provide some acceptable identification such as a driver's license or other form of picture identification.

Should it be determined that the release of medical information to the requestor could have an adverse effect upon the individual's physical or mental health, the requestor will be required to provide the name and address of a physician who would be willing to receive the medical records and, at the physician's discretion, inform the individual covered by the system of the contents of that medical record.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R., Part 286b, and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

CHAMPUS Fiscal Intermediaries (FI), individual members of the Congress of the United States, CHAMPUS advisors, all branches of the Uniformed Services, consultants, and all individuals who seek information concerning CHAMPUS/CHAMPVA.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DOCHA 03

SYSTEM NAME:

Health Benefits Preapproval Files.

SYSTEM LOCATION:

Primary System--Information Systems Division (IS), OCHAMPUS, DoD, Aurora, Colorado 80045.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Eligible beneficiaries of the Civilain Health and Medical Program of the Uniformed Services (CHAMPUS) who have been approved for medical care under the program for the handicapped and/or eligible beneficiaries of the Civilain Health and Medical Program-Veterans' Administration (CHAMPVA)/ Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) who have been approved for extended hospital care.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains an assigned case number, sponsor's name, Social Security Number, current address, military grade or rank and pay status, military branch of service and status; beneficiaries name, address, date of birth, sex, relationship to sponsor; the medical diagnosis code and the approved medical treatment code, the approved period of time, the number of units approved and the estimated unit of cost, providers of care codes and/or name and address of multi-providers, and appeals and hearing case files consisting of hearing transcripts and/or other documentation pertaining to reconsiderations and appeals of adverse determinations affecting an indivual's benefits under CHAMPUS/CHAMPVA.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 44, United States Code, Section 3101; Title 41, Code of Federal Regulations, parts 101 11.000 et. seq.; Chapter 55, Title 10, United States Code; Section 613, Chapter 17, Title 38, United States Code, Title 32, Code of Federal Regulations, Part 199.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

OCHAMPUS Beneficiary and Provider Relations Division (BR)--For approval of medical care under the provisions of the Program for the Handicapped of CHAMPUS and/or approval for extended hospitilization; to control and review health care management plans for CHAMPUS/CHAMPVA beneficiaries approved for medical care by providers of service.

OCHAMPUS Program Evaluation Division (E)--For control and accomplishment of reviews of approvals; to coordinate subject matter clearances for Congressional committees and auditors.

The Office of the Civilian Health and Medical Program of the Uniformed Services (OCHAMPUS) uses the information for approval of health care under the Program for the Handicapped; for approval of extended hospital care; to control and review health care under CHAMPUS/CHAMPVA to respond to inquiries from Congressional offices made at the request of the individual.

EXTERNAL USERS, USES, AND PURPOSES

Referral to the Secretary of the Department of Health and Human Services and/or Administrator of the Veterans' Administration consistent with their statutory administrative responsibilities under CHAMPUS/ CHAMPVA pursuant to Chapter 55, Title 10, United States Code, and Section 613, Chapter 17, Title 38, United States Code; and referral to the Department of Justice and/or foreign law enforcement agencies for possible criminal prosecution.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained on magnetic tape and disc.

RETRIEVABILITY:

Information is retrieved by assigned case number, sponsor's Social Security Number, sponsor's or beneficiary's name, classification of medical diagnosis or medical treatment codes or provider of service code or approval dates or geographical location.

SAFEGUARDS:

Records are maintained in areas which are manned 24 hours daily and are accessible to authorized personnel who are properly screened, cleared and trained. Records are maintained on magnetic tape and are accessible only through the medium of OCHAMPUS prepared computer programs resulting in a print-out of the data. Military policy provide 24-hour security.

RETENTION AND DISPOSAL:

Records are permanent. They are maintained on magnetic tape as individual annual files.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Information Systems Division (IS), OCHAMPUS, DoD, Aurora, Colorado 80045: Telephone: 303/ 361-8088.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the System Manager.

Written requests for information should include the full name of the beneficiary, the full name of the sponsor, current address and telephone number. Should it be determined that the release of medical information to the requestor could have an adverse effect upon the individual's physical or mental health, the requestor will be required to provide the name and address of a physician who would be willing to receive the medical record and, at the physician's discretion, inform the individual covered by the system of the contents of that record.

For personal visits to examine records, the individual should provide some acceptable identification such as a driver's license or other form of picture identification.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R., Part 286b, and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Sponsor's/beneficiary's application, provider of medical care documentation.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DOCHA 04

SYSTEM NAME:

Legal Opinion Files.

SYSTEM LOCATION:

Office of General Counsel, OCHAMPUS, DoD, Aurora, Colorado 80045.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who are the subject of inquiries from the individual himself (herself), attorneys, fiscal administrators, hospital contractors, other Government agencies, divisions and officies OCHAMPUS and Congressional offices. Such inquiries involve such matters as medical treatment, eligibility for medical care under CHAMPUS/CHAMPVA, approval or termination of medical treatment, and similar or related matters.

CATEGORIES OF RECORDS IN THE SYSTEM:

Inquiries received from private individuals, attorneys, fiscal administrators, hospital contractors, other Government agencies, divisions and offices of OCHAMPUS and Congress for nonprivileged information on such matters as medical treatment received, eligibility for medical care under CHAMPUS. Included are notifications to individuals for approval or termination of treatment and similar or related documents.

Files contain legal opinions; correspondence between (1) Fiscal Intermediaries, (2) CHAMPUS/CHAMPVA beneficiaries, (3) sponsors, (4) attorneys, (5) divisions and offices of OCHAMPUS, (6) other agencies, memoranda for the record and similar documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 44, United States Code, Section 3101; Title 41, code of Federal Regulations, Parts 101 11.000 et. seq.; Chapter 55, Title 10, United States Code; Section 613, Chapter 17, Title 38, Unites States Code; Title 32, code of Federal Regulations, Part 199.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

Office of General counsel maintains files of legal opinions rendered for use as precedent and for record purposes. These include responses to requests for legal opinion originating within the Office of General Counsel, other divisions and offices, OCHAMPUS, and other agencies of the Federal Government. Such records are maintained for research, precedent and historical purposes.

EXTERNAL USERS, USES, AND PURPOSES

Referral to the Secretary of the Department of Health and Human Services and/or the Administrator of the Veterans' Administration consistent with their statutory administrative responsbilities under CHAMPUS/CHAMPVA pursuant to chapter 55, Title 10, United States Code, and Seciton 613, Chapter 17, Title 38, United States Code; and referral to the Department of Justice and/or foreign law enforcement agencies for possible criminal prosecution.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by subject matter.

SAFEGUARDS:

Buildings are protected by military security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are permanent. Transfer to WNRC when superseded or obsolete.

SYSTEM MANAGER(S) AND ADDRESS:

General counsel (DC), OCHAMPUS, DoD, Aurora, Colorado 80045. Telephone: 303/361-8506.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the System Manager.

Written requests for information should include the full name of the beneficiary, the full name of the sponsor, current address and telephone number. Should it be determined that the release of medical information to the requestor could have an adverse effect upon the individual's physical or mental health, the requestor will be required to provide the name and address of a physician who would be willing to receive the medical record and, at the physician's discretion, inform the individual covered by the system of the contents of that record.

For personal visits to examine reocrds, the individual should be able to provide some acceptable identification such as a driver's license or other form of picture identification.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R., Part 286b, and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Correspondence from persons, agencies and sources listed in Categories of Records and oral and written requests initiated by Office of General Counsel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DOCHA 05

SYSTEM NAME:

Health Facilities Files.

SYSTEM LOCATION:

Beneficiary and Provider Relations Division (BR), OCHAMPUS, DoD, Aurora, Colorado 80045.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All facilities who seek a provider number for payment for services or supplies provided to CHAMPUS beneficiaries. Beneficiaries who are the subject of policy or precedent decisions concerning administration of CHAMPUS/CHAMPVA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Original correspondence with an individual facility, state authorities and professional consultants; various evaluations, approvals and memos for the record, facility identification, and appeals and hearing case files consisting of hearing transcripts and/or other documentation pertaining to reconsideration or appeal of adverse determination of facility approval.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 44, United States Code, Section 3101; Title 41, Code of Federal Regulations, Part 101 11.000 et. seq.; Chapter 55, Title 10, United States Code; Section 613, Chapter 17, Title 38, United States Code; Title 32, Code of Federal Regulations, Part 199.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

Beneficiary and Provider Relations Division to determine the eligibility of a facility as a source of care for CHAMPUS/CHAMPVA beneficiaries.

EXTERNAL USERS, USES, AND PURPOSES

Referral to the Secretary of the Department of Health and Human Services and/or the Administrator of the Veterans' Administration consistent with their statutory administrative responsibilities under CHAMPUS/CHAMPVA pursuant to Title 10, United States Code, Chapter 55, and Title 38, United States Code, Section 613; and referral to the Department of Justice and/or foreign law enforcement agencies for possible criminal prosecution.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed numerically by state, then numerically by facility.

SAFEGUARDS:

Buildings are protected by military police security force. Records are maintianed in areas accessible only to authorized personnel who are properly cleared, screened and trained.

RETENTION AND DISPOSAL:

Close out at the end of the calendar year after completion of the final action and transfer to the Federal Records Center. The Federal Records Center will destroy after an additional 5 years retention.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Beneficiary and Provider Relations Division (BR), OCHAMPUS, DoD, Aurora, Colorado 80045. Telephone: 303-361-8220.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the System Manager.

Written requests for information should include the correct name of the institution, street address, city, state, and full name of the requestor, requestor's current address and telephone number.

For personal visits to examine record, the individual should provide some acceptable identification such as driver's license or other form of picture identification.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R., Part 286b, and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Records of Fiscal Intermediaries (FI), contractors, CHAMPUS advisors, all branches of the Uniformed Service, Congressional inquiries, private physicians, consultants, facilities and research concerning the replies to inquiries made by individuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DOCHA 07

SYSTEM NAME:

Medical Claim History Files.

SYSTEM LOCATION:

Primary System--Information Systems Division (IS), OCHAMPUS, DoD, Aurora, Colorado 80045.

Decentralized Segment--Office of Appeals and Hearings (H), OCHAMPUS, DoD, Aurora, Colorado 80045; Office of Civilian Health and Medical Program of the Uniformed Services - Europe (OCHAMPUSEUR), APO New York 09102; Fiscal Intermediaries/Contractors under contract to OCHAMPUS. Each company listed below maintains claim files on beneficiaries in their respective geographical areas.

Mutual of Omaha Insurance Company, Mutual of Omaha Plaza, Omaha, NE 68175.

Blue Shield of California, P.O. Box 85240, 5353 Mission Center Road, San Diego, CA 92108.

Blue Shield of California, P.O. Box 85240, 5353 Mission Center Road, San Diego, CA 92108 (Dental).

Hawaii Medical Service Association, P.O. Box 860, Honolulu, HI 96808.

Blue Cross of Washington-Alaska, P.O. Box 77084, Seattle, WA 98177.

Blue Cross of Rhode Island, One Weybosset Hill, Providence, RI 02901.

Blue Cross/Blue Shield of Tennessee, 730 Chestnut Street, Chattanooga, TN 37402.

Blue Cross/Blue Shield of South Carolina, P.O. Box 6119, Columbia, SC 2960.

Wisconsin Physicians Service, P.O. Box 7927, Madison, WI 53707.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Eligible beneficiaries of the Civilian Health and Medical Program of the Uniformed Services (dependents of active duty members of the Uniformed Services, retired members of the Uniformed Services and dependents of retired or deceased members of the Uniformed Services, eligible beneficiaries of the Civilain Health and Medical Program of the Veterans' Administration (spouse or child of a veteran who has a total disability, permanent in nature, resulting from a service connected disability or surviving spouse or child of a veteran who has died as a result of a service-connected disability) who received benefits under the provisions of the program.

All individuals who seek health care under the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) and the Civilian Health and Medical Program-Veterans' Administrtion (CHAMPVA).

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains sponsor's Social Security Number, branch of service, status (active duty, retired or deceased), beneficiary's last name, initials, age, sex, relationship to sponsor, type of costs and date of medical care provided, provider of care identification, any record of claims, billings for medical, hospital or related services, application or approval forms which reflect diagnosis, treatment or medical conditions, family history files, or any other correspondence, memorandum or report reflecting these data with respect to any individual, which are acquired or utilized in the development and processing of CHAMPUS/CHAMPVA claims, and appeals and hearing case files consiting of hearing transcripts and/or other documentation pertaining to reconsiderations or appeals of adverse determinations of benefits under CHAMPUS/CHAMPVA, enrollment forms and screening cards required to conduct a demonstration of the cost effectiveness of prepaid health benefits plans as an alternative to the existing CHAMPUS program.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 44, United States Code, Section 3101; Title 41, Code of Federal Regulations, Parts 101 11.000 et. seq.; Chapter 55, Title 10, United States Code; Section 613, Chapter 17, Title 38, United States Code; Title 32, Code of Federal Regulations, Part 199.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

The Office of the Civilian Health and Medical Program of the Uniformed Services and CHAMPUS Fiscal Intermediaries use the information to control and process medical claims for payment; for control and approval of medical treatments and interface claims for payment; for control and approval of medical treatments and interface with providers of health care; to control and accomplish reviews of utilization; for review of claims related to possible third party liability cases and initiation of recovery actions; for referral to Peer Review Committees or similar professional review organizations to control and review providers of health

care; for disclosure to third party contacts without the consent of the individual to whom the information pertains in situations where the party to be contacted has, or is expected to have, information necessary to establish the validity of evidence or to verify the accuracy of information presented by the individual concerning the individual's entitlement to benefits under CHAMPUS/CHAMPVA, the amount of benefit payments, any review of suspected abuse or fraud, or any concern for program integrity or quality appraisal; for the issuance of deductible certificates, to respond to inquiries from Congressional offices made at the request of the individual covered by the system, to conduct audits of fiscal intermediary processed claims to determine payment and occurrence accuracy of the fiscal intermediary's adjudication process; implementation of a prepaid health benefit demonstration to assess the relative advantages and disadvantages of offering a choice of health benefit plans to persons currently eligible for CHAMPUS.

EXTERNAL USERS, USES, AND PURPOSES

Referral to the Secretary of the Department of Health and Human Services and/or the Administrator of the Veterans' Administratin consistent with their statutory administrative responsibilities under CHAMPUS/CHAMPVA pursuant to Title 10, United States Code, Chapter 55, and Title 38, United States Code, Section 613, and referral to the Department of Justice and/or foreign law enforcement agencies for possible criminal prosecution; and, referral to the Department of Justice for representation of the Secretary of Defense in civil actions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated claim records are maintained on magnetic tape and disc. Manual claim support records (paper or microfiche) are maintained in files.

RETRIEVABILITY:

Information is retrieved by sponsor's Social Security Number (SSN), beneficiary's last name, classification of medical diagnosis or procedure codes or geographical location of care provided and selected utilization limits.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained. Decentralized automated segments within Fiscal Intermediary operations are accessible on line only to authorized persons possessing user identification codes. The automated portion of the Primary System is accessible only through the medium of OCHAMPUS prepared computer programs resulting in a print-out of the data. OCHAMPUS buildings are protected by military police security force.

RETENTION AND DISPOSAL:

Records maintained on magnetic tape are individual annual files and are permanent. Paper records comprising the decentralized segment of the files are closed out at the calendar year end in which paid, or voided, as applicable, held for 1 additional year and transferred to the Federal Records Center. Federal Records Centers will destroy after an additional 4 years retention.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Information Systems Division (IS), OCHAMPUS, DoD, Aurora, Colorado 80045. Telephone: 303 361-8088.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the System Manager.

Written requests for information should include the full name of the beneficiary, the full name of the sponsor, current address and telephone number. Should it be determined that the release of medical information to the requestor could have an adverse effect upon the individual's physical or mental health, the requestor will be required to provide the name and address of a physician who would be willing to receive the medical record and, at the physician's discretion, inform the individual covered by the system of the contents of that record.

For personal visits to examine records, the individual should provide some acceptable identification such as driver's license or other form of picture identification.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R., Part 286b, and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

CHAMPUS Medical Claims Forms, private physicians, hospitals, and other sources of care, individual beneficiaries, third party contacts verifying claims information, and consultants.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DOCHA 09

SYSTEM NAME:

Grievance Records.

SYSTEM LOCATION:

Personnel Office, Office of Civilian health and Medical Program of the Uniformed Services (OCHAMPUS), Department of Defense, Fitzsimons Army Medical Center, Aurora, Colorado 80045.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current or former Federal employees who have submitted grievances in accordance with 5 U.S.C. 2302, and 5 U.S.C. 7121. These case files contain all documents related to the grievances, including statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original and final decision, and related correspondence and exhibits. This system includes files and records of internal grievance and arbitration systems that OCHAMPUS may establish through negotiations with recognized labor organizations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 2302, and 5 U.S.C. 7121.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

This information is used by the office of CHAMPUS in the creation and maintenance of records of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related work force studies. While published statistics and studies do not contain individual identifiers, in some instances the selection of elements of data included in the study may be structured in such a way as to make the data individually identifiable by reference.

EXTERNAL USERS, USES, AND PURPOSES

These records and information in these records are used:

a. To disclose pertinent information to the appropriate Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or other where the disclosing agency becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation.

b. To disclose informaiton to any source from which additional information is requested in the course of processing a grievance, to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, and identify the type of information requested.

c. To disclose information to a Federal agency, in response to its request, in connection with the hiring or retention of an employee; the issuance of a security clearance; the conducting of a security or suitability investigation of an individual; the classifying of jobs; the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to requesting the Agency's decision on the matter. . To provide information to a congressional office from the record of an individual, in response to an inquiry from that congressional office, made at the request of the individual.

e. To disclose information to another Federal agency or to a court when the Government is party to a judicial proceeding before the court.

f. By the National Archives and Records Services (General Services Administration) in records management inspections conducted under authority of 44 U.S.C 2906.

g. To disclose information to officials of the Merit Systems Protection Board, including the Office of the Special Counsel, the Federal Labor Relations Authority and its General Counsel; or the Equal Employment Opportunity Commission, when requested in performance of their authorized duties.

h. To disclose in response to a request of discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding.

i. To provide information of officials of labor organizations reorganized under the Civilian Service Reform Act when relevant and necessary to their duties, exclusive representation concerning personnel policies, practices, and matters affecting work conditions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records maintained in file folders.

RETRIEVABILITY:

These records are retrieved by the names of the individuals on whom the records are maintained.

SAFEGUARDS:

These records are maintained in locked metal file cabinets, with access only to authorized OCHAMPUS Personnel Office Employees.

RETENTION AND DISPOSAL:

These records are disposed of three years after closing of these cases. Disposal is by shredding or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Mr. James D. Netterfield, Personnel Office, Office of Civilian Health and Medical Program of the Uniformed Services, Department of Defense, Aurora, Colorado 80045, telephone: 303-361-8800.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager.

RECORD ACCESS PROCEDURES:

Request for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information in this system of records is provided:

a. By the individual on who the record is maintained.

b. By testimony of witnesses.

c. By Agency officials.

d. From related correspondence from organizations or persons.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DPA DCR.A 01

SYSTEM NAME:

Joint Civilian Orientation Conference Files

SYSTEM LOCATION:

Directorate for Community Relations, Office of the Assistant Secretary of Defense (Public Affairs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person nominated to participate in the Joint Civilian Orientation Conference

CATEGORIES OF RECORDS IN THE SYSTEM:

Nominating letters, biographical information and administrative processing papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Section 136

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide factual data to the Assistant Secretary of Defense and his immediate subordinates upon which to base a selection of participants representing the broadest possible cross-section of nominees, and to prevent administrative duplication.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

By name

SAFEGUARDS:

Records are maintained in locked file case and accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Name, address and title files are permanent. Nomination files are retained while nominations are active, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Secretary of Defense (Public Affairs), The Pentagon, Washington, D. C. 20301

NOTIFICATION PROCEDURE:

Information may be obtained from:
Director for Community Relations
Office of the Assistant Secretary of Defense (Public Affairs)
Room 1E798, The Pentagon
Washington, D. C. 20301
Telephone: Area Code (202) 595-2113

RECORD ACCESS PROCEDURES:

Requests should be addressed to:

Office of the Assistant Secretary of Defense (Public Affairs)
The Pentagon
Washington, D. C. 20301

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the Assistant Secretary of Defense (Public Affairs), The Pentagon, Washington, D. C. 20301

RECORD SOURCE CATEGORIES:

Secretary of Defense, Assistant Secretary of Defense, Chairman of the Joint Chiefs of Staff, Secretaries of the Military Departments, Military Service Chiefs, Commanders of Major Military Commands, Directors of Defense Agencies, former conference participants, and occasionally Members of Congress.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DPA DFOI.A 05

SYSTEM NAME:

Freedom of Information Program Case Files

SYSTEM LOCATION:

Primary system: Directorate for Freedom of Information and Security Review, Office of Assistant Secretary of Defense (Public Affairs)

Decentralized segments: Under Secretaries of Defense, Assistant Secretaries of Defense, Assistants to the Secretary of Defense, or equivalent, the Organization of the Joint Chiefs of Staff, and other activities assigned to Office Secretary of Defense for administrative support.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any citizen who makes a request for records under the Freedom of Information Program to the Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff, or activity assigned to Office Secretary of Defense for administrative support.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, firm, address of individual requester, identification of records requested, dates and summaries of action taken, and documents for establishing collectable fees and processing cost to the government.

Names, titles or positions of each person primarily responsible for an initial or final denial on appeal of a request for a record.

The results of any disciplinary proceeding, including an explanation of a decision not to discipline, that was initiated against an officer or employee because a court determined arbitrary of capricious action.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, United States Code, Section 552, The Freedom of Information Act, as amended by Public Law 93-502.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Primary system and decentralized segments are used by officials in the locations described above to administratively control requests to insure compliance with Public Law 93-502, and to research historical data on release of records so as to facilitate conformity in subsequent actions.

Primary system used for development of annual report data required by Public Law 93-502 and to compute processing costs to the government, and other management data such as, but not limited to number of requests, type or category of records requested, average processing time, average cost to requester, percentage of denials, and number of denials by exemption.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic disks, computer paper printout, index file cards, and paper records in file folders.

RETRIEVABILITY:

Filed by request number and retrieval by name, subject material (to include dates) and request number using conventional indices.

SAFEGUARDS:

Paper records are maintained in security containers with access only to officials whose access is based on requirements of assigned duties. Computer access is by verification of Identification codes; one for search and another for maintenance.

RETENTION AND DISPOSAL:

Annual departmental reports are permanent records. All other reports and files, other than appeal and control files, may be destroyed two to five years after reply, depending on document status. Appeal files are destroyed four years after final determination, or three years after final adjudication, whichever is later. FOIA control files are destroyed five years after date of last entry. Official file copies of records are disposed of in accordance with approved departmental disposition instructions or with related FOIA request, whichever provides the later disposal date.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Secretary of Defense (Public Affairs), the Pentagon, Washington, D. C. 20301

NOTIFICATION PROCEDURE:

Information may be obtained from:
Director, Freedom of Information and Security Review, Office, Assistant Secretary of Defense (Public Affairs)
Room 2C757, the Pentagon
Washington, D. C. 20301
Telephone: 202-697-1180

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to:
Director, Freedom of Information and Security Review
Office, Assistant Secretary of Defense (Public Affairs)
Room 2C757, the Pentagon
Washington, D. C. 20301

Requests should include full name, address and affidavit or identification which is required for release of record. Personal visits are restricted to Room 2C757. Individual should be able to present acceptable identification; that is, driver's license or comparable identity card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Requests for records originating from citizens under the Freedom of Information Act and subsequent data provided by form and memorandum by officials who hold the requested records, act upon the request, or who are involved in legal action stemming from action taken.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DPA DSR.A 06

SYSTEM NAME:

Security Review Index File

SYSTEM LOCATION:

Directorate for Freedom of Information and Security Review, Office of Assistant Secretary of Defense (Public Affairs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Department of Defense officials who present statements, testify, or who furnish information to the Congress of the United States.

Department of Defense officials and citizens of organizations outside the Defense Department who submit documents, such as but not limited to, speeches and articles, for clearance prior to public release.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, organization of individual submitting document for clearance.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Section 136

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

System used by officials of the location office to identify and locate documents which are maintained in a separate classified file in order to facilitate research of historical data in previously processed documents to ensure conformity in subsequent actions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Index file cards in card file cabinets.

RETRIEVABILITY:

Filed by case number, name, source (Organization), and subject-numerical.

SAFEGUARDS:

Index file cards are maintained in security containers with access only to officials in accordance with assigned duties.

RETENTION AND DISPOSAL:

Records are permanent. Files are cut off at end of each calendar year. Cut off files are maintained in current files area.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Secretary of Defense (Public Affairs), The Pentagon, Washington, D. C. 20301

NOTIFICATION PROCEDURE:

Information may be obtained from:
Director, Freedom of Information and Security Review
Office, Assistant Secretary of Defense (Public Affairs)
Room 2C757, Pentagon, Washington, D. C. 20301
Telephone: Area Code (202) 697-2023

Requests should include full name, organization, address and affidavit, or identification which is required for release of record. Personal visits are restricted to Room 2C757. Individual should be able to present acceptable identification; that is, driver's license or comparable identity card.

RECORD ACCESS PROCEDURES:

Requests should be addressed to:
Office of the Assistant Secretary of Defense (Public Affairs)
The Pentagon
Washington, D. C. 20301

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the Assistant Secretary of Defense (Public Affairs), The Pentagon, Washington, D. C. 20301.

RECORD SOURCE CATEGORIES:

Requests for clearance of documents originating from officials, organizations, or individuals under Title 10, United States Code, Section 136.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DPA DSR.B 11

SYSTEM NAME:

Mandatory Declassification Review Files.

SYSTEM LOCATION:

Primary system - Directorate for Freedom of Information and Security Review, Office of Assistant Secretary of Defense (Public Affairs).

Decentralized segments - Under Secretaries of Defense, Assistant Secretaries of Defense, Assistants to the Secretary of Defense, or equivalent, the Organization of the Joint Chiefs of Staff, and other activities assigned to the Office of the Secretary of Defense for administrative support.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person (or records repository) who makes a request to the Office of the Secretary of Defense or activities assigned to Office of the Secretary of Defense for administrative support for the Mandatory Declassification Review of Records under Executive Order 12065 (Sections 3-5). That aspect of the Executive Order pertaining to the systematic review of classified Defense documents is acted upon by the Records Administrator, Office of the Secretary of Defense, Room 5C315, Pentagon, Washington, D.C. 20301. Overall responsibility for the Department of Defense Information Security Program rests with the Deputy Under Secretary for Policy Review.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, firm, address of requester, identification of records requested, dates and summaries of action taken, and documents for establishing collectable fees and processing costs to the Government.

Names, titles, or positions of each person primarily responsible for an initial or final denial on appeal of a request for declassification of a record.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 12065, 'National Security Information,' June 28, 1978, as amended.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

Primary system and decentralized segments are used by officials in the locations described above to: (a) administratively control requests to ensure compliance with Executive Order 12065 and DoD Regulation 5200.1-R, 'Information Security Program Regulation,' December 1978; and (b) research historical data on release of records so as to facilitate conformity to subsequent actions.

Primary system is used also for developing annual report data required by Executive Order 12065, and other management data such as, but not limited to, number of requests; type of category of records requested; average processing time; average cost to requester; percentage of denials and number of denials by exemption; and for computing processing costs to the Government.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic disks, computer paper printouts, index file cards, and paper records in file folders.

RETRIEVABILITY:

Filed by request number and retrieved by name, subject material (including date), request number using

conventional indices, referring agency, or any combination of fields.

SAFEGUARDS:

Paper records are maintained in security containers with access only to officials whose access is based on requirements of assigned duties.

Computer access is by verification of identification code; one for search and another for maintenance.

RETENTION AND DISPOSAL:

Files that grant access to records are held in current status for two years after the end of the calendar year in which created, then destroyed.

Files pertaining to denials of requests are destroyed 5 years after final determination. Appeals are retained for 3 years after final determination.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Secretary of Defense (Public Affairs), Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Director, Freedom of Information and Security Review Office, Assistant Secretary of Defense (Public Affairs), Room 2C757, Pentagon, Washington, D.C. 20301. Telephone: 202-697-1180.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the above office and should include full name and address.

Personal visits are restricted to Room 2C757. Individuals should be able to present acceptable identificaiton, that is, driver's license or comparable identity card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No.81.

RECORD SOURCE CATEGORIES:

Requests for Mandatory Declassification Review and subsequent release of records originated from individuals under Executive Order 12065, and subsequent date provided by form and memorandum by officials who hold the requested records, act upon the request, or who are involved in legal action stemming from action taken.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DPA DXA.B 08

SYSTEM NAME:

Contact Files.

SYSTEM LOCATION:

Decentralized files in the Office of the Assistant Secretary of Defense (Public Affairs) and the offices of the American Forces Information Service and the directors for Defense Information, Community Relations, Freedom of Information and Security Review, Management, and Audiovisual Management Policy.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons with whom the official business of the Assistant Secretary of Defense (Public Affairs) is conducted.

CATEGORIES OF RECORDS IN THE SYSTEM:

Names, firms or agencies, addresses, and telephone numbers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Section 136.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

Used by officials in the Office of the Assistant Secretary of Defense (Public Affairs) to communicate with persons involved in the business of that office.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Index cards and firm lists.

RETRIEVABILITY:

By individual, or firm or agency name.

SAFEGUARDS:

Files maintained in personal custody.

RETENTION AND DISPOSAL:

Indefinite. Files are retained so long as individuals are directly involved in the business of the Office of the Assistant Secretary of Defense (Public Affairs), then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Secretary of Defense (Public Affairs), Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Executive Assistant
Office of Assistant Secretary of Defense (Public Affairs)
Room 2E813, Pentagon
Washington, D.C. 20301
Telephone: 202-697-0792

RECORD ACCESS PROCEDURES:

Requests should be addressed to:
Office of the Assistant Secretary of Defense (Public Affairs)
Pentagon
Washington, D.C. 20301

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Published telephone directories, letterheads, and other published material containing the information.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DPA DXA.C 09

SYSTEM NAME:

Public Correspondence Files

SYSTEM LOCATION:

Office of the Staff Assistant for Public Correspondence, Office of the Assistant Secretary of Defense (Public Affairs)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person who writes to the Department of Defense requesting general information.

CATEGORIES OF RECORDS IN THE SYSTEM:

Letters of Inquiry and replies.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Section 136

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide a record of answers to general inquiries submitted by the public.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper files in paper folders

RETRIEVABILITY:

by name

SAFEGUARDS:

Access by authorized personnel only

RETENTION AND DISPOSAL:

Retained for two years, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Secretary of Defense (Public Affairs), The Pentagon, Washington, D. C. 20301

NOTIFICATION PROCEDURE:

Information may be obtained from:
Staff Assistant for Public Correspondence
Office of the Assistant Secretary of Defense (Public Affairs)
Room 2D771, The Pentagon
Washington, D. C. 20301
Telephone: Area Code (202) 697-5737

RECORD ACCESS PROCEDURES:

Requests should be addressed to:
Office of the Assistant Secretary of Defense (Public Affairs)
The Pentagon
Washington, D. C. 20301

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the Assistant Secretary of Defense (Public Affairs), The Pentagon, Washington, D. C. 20301.

RECORD SOURCE CATEGORIES:

Any individual inquiry and response thereto.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DPA DXA.D 10

SYSTEM NAME:

Privacy Act Request for Access Files

SYSTEM LOCATION:

Primary System-Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs), Washington, D. C. 20301.

Decentralized Segments-Offices of the Under Secretaries of Defense, Assistant Secretaries of Defense, Assistants to the Secretary of Defense, or equivalent, the Organization of the Joint Chiefs of Staff, and other activities assigned to the Office of the Secretary of Defense for administrative support.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any citizen who makes a request for access to records under the Privacy Act to the Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff, or activity assigned to the Office of the Secretary of Defense for administrative support. Requests from the public for amendment of records, other questions concerning the Privacy Act, and matters pertaining to Privacy Act Program management are acted upon by the Records Administrator, Office of the Secretary of Defense, Room 5C315, Pentagon, Washington, D. C. 20301.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, firm, address, and other personal identifiers of the individual requester, identification of records requested, dates and summaries of action taken, and related documents associated with processing requests. In addition, names, titles or positions of each person primarily responsible for action on requests for records. Results of follow-on action, if any, to include request for review of refusal of the individual's request.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S.C. 552a, the Privacy Act of 1974; Public Law 93-579.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Files are used by officials in the locations described above to control administratively requests to insure compliance with Public Law 93-579, and to research historical data for annual report statistics and other management information.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Index file cards and paper records in file folders.

RETRIEVABILITY:

Filed chronologically by request number and retrieved by name and/or request number using conventional indices and cross-references.

SAFEGUARDS:

Records are maintained in security containers with access only to officials whose access is based on requirements of assigned duties.

RETENTION AND DISPOSAL:

Files are kept for five years after date of reply in denial cases which are not appealed. Appealed cases are kept 4 years after final determination or 3 years after final adjudication by the courts whichever is later. Where access is granted, files are destroyed after two years.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Secretary of Defense (Public Affairs), Pentagon, Washington, D. C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from the Director, Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs), Room 2C757, Pentagon, Washington, D. C. 20301. Telephone: Area Code 202/697-1180.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the office stated above and should include full name, address, and notarized signature. For personal visits, individuals should be able to present acceptable identification; that is, driver's license or comparable identity card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Requests for access to records--under the Privacy Act--originating from citizens, and subsequent data provided by officials who hold the requested records, act upon the request, and who are involved in the review of denials of the requests.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DPA&E 02

SYSTEM NAME:

Administrative Files for Office of the Director, Program Analysis and Evaluation.

SYSTEM LOCATION:

Office of the Director Program Analysis and Evaluation, Pentagon, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All current and former military and civilian personnel employed by or assigned to PA&E since 1965.

Current and some past applicants or prospects for civilian or military jobs.

Some contractor personnel.

Other Department of Defense (DoD) or outside personnel currently or

previously assigned, or under consideration, to provide support or work with PA&E.

CATEGORIES OF RECORDS IN THE SYSTEM:

System contains individual application forms; biographical data; employment history; professional and military experience; schooling and academic records; performance effectiveness data; honors; awards and decorations; security forms; security clearances; security violations; publications; training and career development information; telephone rosters; certain financial interest and medical history data; information used to evaluate individuals for employment, promotion, reassignment, training, retention and awards; job descriptions; letters of commendation or appreciation; overtime pay records; travel orders; certain travel vouchers; bond and Combined Federal Campaign (CFC) data (current year only); and miscellaneous personnel and administrative data of like nature.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Section 136.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

ODPA&E - To evaluate current and prospective employees; to locate former personnel and prospects; to analyze professional staff background; to make decisions on hiring, promotion, training, awards, or disciplinary actions; to make comparative analysis of personnel data such as turnover rates, awards, academic degrees, average age, travel, and overtime; to determine level of security access permissible; to evaluate conformance with standards of conduct rules; to evaluate contractor capabilities; to provide information on current or former personnel to authorized investigators and potential outside employers; to make campaign reports; to evaluate effectiveness of PA&E personnel operations; to input selected data to computer system; to perform computer analysis of the data; and to prepare reports, rosters and statistical data.

EXTERNAL USERS, USES AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.
Biography book.
Computer disks.
Computer paper printouts.
Microfiche.
Charts.

RETRIEVABILITY:

Information accessed by last name of individual.

Individual user codes and passwords required to access information stored in computer.

SAFEGUARDS:

Building employs security guards.

Sensitive manually stored data kept in a secure computer facility and may be accessed only by authorized personnel.

Computer stored data is kept in a secure computer facility and may be accessed only by authorized, properly trained personnel who have access codes and passwords.

RETENTION AND DISPOSAL:

Records on current and former personnel are permanent. Travel orders, overtime authorizations and similar fiscal records are kept for three years. Applicant files are screened about once a year and information outdated or no longer needed is destroyed. Campaign data for other than current year is destroyed annually.

SYSTEM MANAGER(S) AND ADDRESS:

Office of the Director, Program Analysis and Evaluation, Room 2D321, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from:
ODPA&E, Assistant for Management
Room 2D321
Pentagon
Washington, D.C. 20301
Telephone: 202-697-9289.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: ODPA&E, Assistant for Management, Room 2D321, Pentagon, Washington, D.C. 20301.

Written requests must contain full name and identification of the individual. Visitors may be required to provide identification.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. Part 286b, and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Current and previous employers, instructors, associates and contacts; DoD civilian and military personnel offices; DoD security offices; DoD payroll, travel and fiscal offices; Office of Personnel Management; contractors; Air Force Data Services Center (AFDSC); PA&E personnel; educational institutions; and financial institutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DSMC-01

SYSTEM NAME:

Defense Systems Management College (DSMC) Personnel Information Files

SYSTEM LOCATION:

Administration Division, Defense Systems Management College (DSMC), Ft. Belvoir, Va. 22060.

Systems Management Department, Defense Systems Management College, Building 202, Ft. Belvoir, Va. 22060.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian personnel assigned or attached to the Defense Systems Management College.

CATEGORIES OF RECORDS IN THE SYSTEM:

Data includes summary of occupational experience, education, training, security clearance, home address, home telephone number, dependent status, awards and decorations, promotion status, pay status.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 136, and Department of Defense Directive 5160.55, 'Defense Systems Management College,' January 5, 1977.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Supervisory officials to obtain information on which to base decisions.

Assigned Personnel Management Technicians for accomplishment of records maintenance and personnel services to individuals assigned and attached.

For publication of biographical data booklets, personnel rosters, telephone directories, and organizational charts by the Administrative Officer.

Information from records contained in the system may be provided to any

component of the Department of Defense.

Disclosure to law enforcement or investigative authorities for investigations and possible criminal prosecution, civil court action, or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Primary files are paper records in file folders and punched cards.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

Building is locked during nonbusiness hours.

File storage is in locked file cabinets. Only authorized personnel have access to files.

RETENTION AND DISPOSAL:

Files are retained for one year after individual transfers, separates or retires; then are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Administration Division, Defense Systems Management College, Ft. Belvoir, Va. 22060.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER. Telephone: 703-664-3118.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commandant, Defense Systems Management College, ATTN: Chief, Administration Division, Building 202, Ft. Belvoir, Va. 22060.

Written requests for information should contain the full name, current address of the individual.

For personal visits, the individual must provide acceptable identification, such as ID card or driver's license.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Data is obtained from the individual, from official personnel folders (201 Files), from Standard Form 171, and from supervisory officials.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DSMC-02

SYSTEM NAME:

Defense Systems Management College (DSMC) Student Files

SYSTEM LOCATION:

Office of the Registrar, Defense Systems Management College (DSMC), Building 202, Ft. Belvoir, Va. 22060.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All current, former, and nominated students of the Defense Systems Management College (DSMC).

CATEGORIES OF RECORDS IN THE SYSTEM:

Data includes name, dependent data, SSAN, career brief application form, security clearance, college transcripts, correspondence, DSMC grades, instructor and advisor evaluations, education reports, official orders, current address, and individual's photograph.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 136, and Department of Defense Directive 5160.55, 'Defense Systems Management College,' January 5, 1977.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of the file is to provide for the administration of and a record of academic performance of current, former and nominated students.

Used by College officials to verify attendance and grades; to select instructors; to make decisions to admit students to programs and to release students from programs; to serve as basis for studies to determine improved criteria for selecting students; to develop statistics relating to duty assignments and qualifications.

Preparation by the Registrar of locator directories of current and former students which are disseminated to students, former students and other appropriate individuals and agencies for purpose of administration.

Preparation by College officials of student biographical booklets, student rosters, and press releases of student graduations.

Information contained may be reported to any agency of the Department of Defense having an official requirement for the information.

Records may be disclosed to law enforcement or investigatory authorities for investigations and possible criminal prosecution, civil court action, or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Files are sequenced alphabetically by last name by class and course. Locator cards are filed alphabetically in two categories: active students (by course) and former students.

SAFEGUARDS:

Records are maintained in locked cabinets, in an area accessible only to authorized personnel. Building is locked during non-business hours.

Only individuals designated as having a need for access to files by the System Manager are authorized access to information in the files.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Registrar, Defense Systems Management College, Building 202, Ft. Belvoir, Va. 22060.

NOTIFICATION PROCEDURE:

Information can be obtained from SYSMANAGER. Telephone: 703-664-3120

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commandant, Defense Systems Management College, ATTN: Chief, Administration Division, Building 202, Ft. Belvoir, Va. 22060.

Written requests for information should contain the full name, current address and telephone number, and course and class of individual.

For personal visits, the individual must provide acceptable identification, such as ID card or driver's license.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information is provided by the individual, supervisors, employers, instructors, advisors, examinations, and official military records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DSMC-03

SYSTEM NAME:

Defense Systems Management College (DSMC) Track Record System

SYSTEM LOCATION:

Primary Location - Computer Sciences Corporation, Information Network Division, 650 North Sepulveda Bouvelard, El Segundo, Ca. 90245.

Hard copy back-up files and punched card back-up files located in Acquisition Management Laboratory, Defense Systems Management College, Building 202, Ft. Belvoir, Va. 22060.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All current and former students of the Defense Systems Management College (DSMC).

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain name, SSAN, marital status, sex, date of birth, nickname, professional society membership, spouse's name, children's names, accompanied status, years of service, promotion history, job or assignment history, current years of service, current assignment code, military or civilian occupational code, DSMC assignment status, security clearance, current business telephone numbers, retirement status, educational history, class at DSMC, Grade Point Average (GPA), functional course grades, graduation status, individual survey responses, awards and recognition.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 136, and Department of Defense Directive 5160.55, 'Defense Systems Management College,' January 5, 1977.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purposes of the system are to assemble career information on current and former students of DSMC in order to provide data to enable DSMC to monitor utilization of former students; to enable DSMC to perform research to assist in refinement of student selection criteria; to provide a data base to research for the improvement of program management; to provide a system for generating student transcripts; and to provide a data base for the DSMC Mailing List System, student and graduate registers.

INTERNAL USERS, USES, AND PURPOSES

The Defense Systems Management College - Used in assessing incoming student experience and educational levels; to produce student registers; to monitor utilization of former students by DoD Components; to verify and consolidate measures of student performance, to produce student transcripts which may be required by former students in her/his later educational process; to perform research into the success of former students; to provide input into the DSMC Mailing List System in order to mail surveys, newsletters and other items of interest to former students including graduate registers; to perform research to improve program management.

EXTERNAL USERS, USES, AND PURPOSES

Individual records in a system of records might be transferred to any component of the Department of Defense (except GPA, functional course grades and individual survey responses).

Computer Sciences Corporation - mounts tapes and disc packs which contain files and operates the system; does not maintain the system.

Individual records of civilian industry students or former students might be transferred to the corporation sponsoring the individual (except GPA, functional course grades and individual survey responses).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Primary file is magnetic disc.

Back-up files are magnetic computer tape and punched cards.

Hard copy back-up files are paper records in file folders.

RETRIEVABILITY:

Files are sequenced by Social Security Account Number.

SAFEGUARDS:

Primary location is a controlled access area.

Operator personnel are screened and cleared in accordance with Government Services Administration contract procedures.

Access to magnetic disc and computer tapes requires computer phone number, user ID, password and project code which are only accessible to personnel authorized by the System Manager.

Back-up file storage is in a building which is locked during non-business hours and is located on a military installation.

Only individuals designated as having a need for access to files by the Systems Manager are authorized access to information in the files.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Registrar, Defense Systems Management College, Building 202, Ft. Belvoir, Va. 22060.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER. Telephone: 703-664-3120.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commandant, Defense Systems Management College, ATTN: Chief, Administration Division, Building 202, Ft. Belvoir, Va. 22060.

Written requests for information should contain the full name of the individual, SSAN, current address and telephone number.

For personal visits, the individual must contact the Chief, Administration Division, Building 202, Ft. Belvoir, Va. 22060, and provide acceptable identification, such as, military or other ID card, driver's license.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information is provided by the individual, employer, staff and faculty of DSMC, each DoD Component, and the Office of Personnel Management (OPM) (including their automated personnel systems

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DSMC-04

SYSTEM NAME:

Defense Systems Management College (DSMC) Academic Analysis System

SYSTEM LOCATION:

Primary Location-Office of the Commandant, Defense Systems Management College (DSMC), Ft. Belvoir, Va. 22060.

Back-up Data File-Acquisition Management Laboratory, Defense Systems Management College, Ft. Belvoir, Va. 22060.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All current and former Program Management Course (PMC) students

and participants in DSMC Cooperative Graduate Programs.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's name, SSAN, sex, date of birth, service affiliation, affiliation status, years of service, promotion history, job or assignment history, current assignment code, military or civilian occupation code, educational history, class at DSMC, DSMC class standing, DSMC grade point average, DSMC functional course grades, graduation status, pre- and post-test scores, Miller Analogies Test scores, Graduate Record Exam scores, individual survey responses, and course enrollment data and course grades in DSMC Cooperative Graduate Programs.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 136, and Department of Defense Directive 5160.55, 'Defense Systems Management College,' January 5, 1977.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purposes of this system are: To provide a research data base for improvement of the PMC academic program and its integration with DSMC Cooperative Graduate Programs, to provide a research data base for evaluating the quality and performance of current and former PMC students as well as DSMC Cooperative Graduate Program participants, and to facilitate administration of DSMC Cooperative Graduate Programs.

INTERNAL USERS, USES, AND PURPOSES

DSMC officials designated by the Commandant-Used to determine areas for improvement of the PMC academic program and its integration with DSMC Cooperative Graduate Programs; used to evaluate the quality and performance of current and former PMC students as well as participants in DSMC Cooperative Graduate Programs; used to administer DSMC Cooperative Graduate Programs; used for monitoring participation in DSMC Cooperative Graduate Programs and for counseling PMC students regarding participation; used to furnish DSMC Cooperative Graduate Program enrollment data for PMC student academic evaluation reports.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Primary file is paper records in file folders.

Back-up data file is punched cards.

RETRIEVABILITY:

Filed by class alphabetically by last name of PMC student and participant in Cooperative Graduate Programs.

SAFEGUARDS:

Primary file is in a locked cabinet.

Back-up data file is in a building which is locked during nonbusiness hours and is located on a military installation.

Only individuals designated as having a need for access to files by the System Manager are authorized access to information in the files.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant, Defense Systems Management College, Building 202, Ft. Belvoir, Va. 22060.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER. Telephone: 703-664-3120.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commandant, Defense Systems Management College, ATTN: Chief, Administration Division, Building 202, Ft. Belvoir, Va. 22060.

Written requests for information should contain the full name of the individual, SSAN, current address and telephone number.

For personal visits, the individual must contact the Chief, Administration Division, Building 202, Ft. Belvoir, Va. 22060, and provide some acceptable identification, such as military or other identification card, driver's license.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administration Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information is provided by the individual, staff and faculty of DSMC, each DOD Component and the Office of Personnel Management (OPM) (including their automated personnel systems), educational institutions and testing services.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DSMC-05

SYSTEM NAME:

Biographical Record System

SYSTEM LOCATION:

Program Manager Biographies-Department of Research and Information, Defense Systems Management College.

Board of Visitor Biographies, Department of Administration, Defense Systems Management College.

Program Management Course Guest Lecturer Biographies-Department of Program Management, Defense Systems Management College.

Executive Course Guest Lecturer Biographies-Department of Executive Management, Defense Systems Management College.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Key governmental officials.

Guest Lecturers at the Defense Systems Management College.

Present and past members of the Board of Visitors and Policy Guidance Council.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain official biographic data, such as: individual's position, title, current business affiliation, record of past experience and education, awards and honors, memberships, addresses, phone numbers, photographs, etc.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 136, and Department of Defense Directive 5160.55, 'Defense Systems Management College,' January 5, 1977.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purpose is to provide information for selection and introduction of guest lecturers and to perform research.

INTERNAL USERS, USES, AND PURPOSES

Department of Administration-To develop statistical data on Department of Defense Program Management Offices; to present data to Policy Guidance Council to determine worthiness of nominees to serve on Board of Visitors.

Department of Program Management-To provide the credentials of guest

lecturer to the students prior to the presentation.

Department of Executive Management-To present the credentials of guest lecturer to the students prior to the presentation.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name, except program manager/deputy program manager files which are filed by organization titles.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Dean, Department of Research and Information, Defense Systems Management College, Ft. Belvoir, Va. 22060.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER. Telephone: 703-664-5783.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commandant, Defense Systems Management College, ATTN: Chief, Administration Division, Building 202, Ft. Belvoir, Va. 22060.

Written requests for information should contain full name of the individual, current position and affiliation.

Visits are limited to the departments at the school where the information is filed. For personal visits, the individual must provide acceptable identification.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Key official data from official Governmental files.

Board of Visitors nominee data from Policy Guidance Council members, present Board of Visitors members, DSMC Commandant and 'Who's Who.'

Guest Lecturer data from guest lecturers themselves, from their offices, or from Agency Public Affairs Offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DSMC-06

SYSTEM NAME:

Defense Systems Management College (DSMC) Mailing List

SYSTEM LOCATION:

Primary location-Publications Division, Defense Systems Management College, Fort Belvoir, Va. 22060

Hard copy back-up files and punched card back-up files located in Publications Division, Defense Systems Management College, Building 202, Fort Belvoir, Va. 22060.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All former students of the Defense Systems Management College (DSMC); members of the DSMC Policy Guidance Council and Board of Visitors; program managers associated with defense systems acquisition programs; key acquisition managers throughout Department of Defense; former staff and faculty members of the DSMC and individuals desiring to be included in the system.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name, SSAN, Class at DSMC, job code, mailing address, rank or grade, position and professional title and affiliation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 136, and Department of Defense Directive 5160.55, 'Defense Systems Management College,' January 5, 1977.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of the system is to provide a mailing list for distribution of newsletters, surveys, graduate registers and other information relating to acquisition management which is of interest to individuals included in the system.

INTERNAL USERS, USES, AND PURPOSES

DSMC - Used to disseminate newsletters, surveys, graduate registers and other information relating to acquisition management which is of interest to individuals on the DSMC mailing list; to prepare registers of former graduates; to prepare lists of Department of Defense Program Managers.

Any individual records in a system of records might be transferred to any component of the Department of Defense or other Government agency.

EXTERNAL USERS, USES, AND PURPOSES

Computer Science Corporation - Mounts tapes and disc packs which contain files and operates the system; does not maintain the system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Primary file is addressograph plates.

Hard copy back-up files are paper records in file folders.

RETRIEVABILITY:

Files are retrievable by name, SSN, class, job code and zip code.

SAFEGUARDS:

Primary location is a controlled access area.

Back-up file storage is in a building which is locked during non-business hours and is located on a military installation.

Only individuals designated as having a need for access to files by the Systems Manager are authorized access to information in the files.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Dean, Department of Research and Information, Defense Systems Management College, Building 202, Ft. Belvoir, Va. 22060.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER. Telephone: 703-664-5783.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commandant, Defense Systems Management College, ATTN: Chief, Administration Division, Building 202, Ft. Belvoir, Va. 22060.

Written requests for information should contain the full name of the individual, SSAN, current address and telephone number.

For personal visits, the individual must contact the Chief, Administration Division, Building 202, Ft. Belvoir, Va. 22060, and provide acceptable

identification, such as, military or other ID card, driver's license.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information is provided by the individual, employer, staff and faculty of DSMC, each DoD Component and the Office of Personnel Management (OPM) (including their automated personnel systems).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DUSDP 01

SYSTEM NAME:

DoD Motions for Discovery of Electronic Surveillance Files.

SYSTEM LOCATION:

Primary System-Counterintelligence and Investigative Programs for Policy, Room 3C290, Pentagon, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Those individuals and/or organizations on which the Department of Justice has requested information upon which to base their reply to court-approved motions for discovery of electronic surveillance.

CATEGORIES OF RECORDS IN THE SYSTEM:

Chronological listing for identification and location of files. Individual case files to include original and subsequent requests from the Department of Justice; file copy of memorandum to the DoD Components directing search of their records, indices, etc.; copies of DoD Components' responses to the Department of Justice.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 28, United States Code, Section 516, 'Conduct of Litigation Reserved to Department of Justice'.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

Preparation of response to Department of Justice, as well as any subsequent inquiries from that office.

EXTERNAL USERS, USES, AND PURPOSES

Department of Justice's response to court-approved motion for discovery.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed by year by case name.

SAFEGUARDS:

Records are stored in security combination lock file containers accessible only by Counterintelligence and Investigative Programs Directorate personnel.

RETENTION AND DISPOSAL:

Records are permanent. They are retained in active file until end of calendar year to which project is completed, held one additional year in inactive file and subsequently retired to Washington, D.C. 20301.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Counterintelligence and Investigative Programs, Office of the Deputy Under Secretary of Defense for Policy, Pentagon, Washington, D. C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Office of the Director
Counterintelligence and Investigative Programs
Office of the Deputy Under Secretary of Defense for Policy
Room 3C290
Pentagon
Washington, D.C. 20301
Telephone: 202-697-9678.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to:
Director, Counterintelligence and Investigative Programs
Office of the Deputy under Secretary of Defense for Policy
Room 3C290
Pentagon
Washington, D.C. 20301.

Written requests for information should contain the full name of the individual, date and place of birth, Social Security Number (SSN), and notarized signature.

The records requested may be made available to individuals for review at the following location: Office of the Director, Counterintelligence and Investigative Programs, Office of the Deputy Under Secretary of Defense for Policy, Room 3C290, Pentagon, Washington, D.C. 20301.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R., Part 286b, and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Department of Justice formal written inquiries, and internal correspondence necessary to gather information to make replies to such inquiries.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DUSDP 02

SYSTEM NAME:

Special Personnel Security Cases.

SYSTEM LOCATION:

Security Plans and Programs Directorate, Office of the Deputy Under Secretary of Defense (Policy), ODUSD(P), Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals affiliated with the DoD, upon whom an investigation has been conducted by a Department of Defense (DoD) Component investigative organization authorized to conduct personnel security investigations; other investigative organizations of the Federal Government; or individuals who have been the subject of a DoD Component personnel security determination, or who have had access to DoD classified information, whenever the investigation, personnel security determination, or access involves unique circumstances having special significance with respect to DoD personnel security policy. Also, individuals for whom waivers have been granted from specific provisions of the industrial Security Regulation (5220.22-R) and/or Industrial Security Manual (5220.22-M).

CATEGORIES OF RECORDS IN THE SYSTEM:

Statements of personal history; investigative reports; adjudicative findings; intra-office memoranda; policy interpretations; memoranda recommending courses of action; legal opinions, etc.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, United States Code, Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

This system will be used as a basis for Security Plans and Programs Directorate staff access to determine the need for overall personnel security policy revision or adjustment; to ensure that component personnel security determinations are consistent with DoD personnel security program policy; to assure that personnel security investigations conducted by the Defense Investigative Service (DIS), the National Security Agency (NSA), and the Military Departments are in compliance with DoD personnel security investigative policy; and to provide precedents for use in determining whether to grant waivers of the provisions of the Industrial Security Regulation and/or Industrial Security Manual.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records are in file folders.

RETRIEVABILITY:

Records are filed alphabetically by last name of the subject of the investigation or personnel security determination having special significance with respect to DoD personnel security policy. Also, records are filed alphabetically by last name of the personnel for whom waivers have been granted under the Industrial Security Program.

SAFEGUARDS:

Records are stored in security combination lock file containers, and are accessible only by Security Plans and Programs personnel who are properly cleared and who are the official authorized users.

RETENTION AND DISPOSAL:

Routine investigations are destroyed 15 years after the date of the last action. Those involving significant incidents are destroyed 25 years after the date of the last action.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Security Plans and programs Directorate, Office of the Deputy Under Secretary of Defense (Policy), Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Office of the Deputy Under Secretary of Defense (Policy)
Security Plans and Programs Directorate
Room 3C277, Pentagon, Washington, D.C. 20301
Telephone: 202-697-3969

RECORD ACCESS PROCEDURES:

Requests from individual should be addressed to:
Office of the Deputy Under Secretary of Defense (Policy)
Security Plans and Programs Directorate
Room 3C277, Pentagon, Washington, D.C. 20301

Written requests for information should contain the full name of the individual, date and place of birth, Social Security Number (SSN), and notarized signature.

The records requested may be made available to individuals for review at the following location:
Security Plans and Programs Directorate, ODUSD (P)
Room 3C271, Pentagon
Washington, D.C. 20301

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial C.F.R., Part 286b, and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information is obtained from record subjects; Federal Bureau of Investigation; Office of the Secretary of Defense; Organization of the Joint Chiefs of Staff; DoD Defense Agencies; and the Military Departments, including investigative reports, inter and intra Department memoranda and letters, case analysis, memoranda for the record, and other correspondence related to the cases.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this record system may be exempt under 5 U.S.C. 552a(k)(5).

DUSDRE 02

SYSTEM NAME:

OUSDRE Personnel Administration Files

SYSTEM LOCATION:

Office of the Under Secretary of Defense for Research and Engineering (OUSDRE), Office Secretary of Defense, Room 3E1006, Pentagon, Washington, D. C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All employees assigned to or considered for positions in OUSDRE including civilian and military personnel and consultants.

CATEGORIES OF RECORDS IN THE SYSTEM:

These files contain position descriptions; biographical resumes, qualification statements, (SD 171, SD 173, SD 398, SF 161, etc.); Confidential Statement of Affiliations and Financial Interests, Department of Defense Personnel (DD Form 1555); requests for personnel actions (SD 52, 108); notification of Personal Action (SD 50); appointments affidavits (SF 61, 61B); award recommendations; appraisals and efficiency reports; time and attendance records (SF 1135); travel orders and vouchers; and security clearance information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 133

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

These files are used primarily for internal personnel and administrative management. Specific uses include: Determining eligibility for appointment to positions; reviewing financial interest and background of individual applying for appointments; comparing individuals resumes with job requirements. Used to keep accounting of time worked; travel performed; orders issued awards given to personnel and security clearance granted. The information contained in these personnel files is used by the office manager, supervisory personnel and the Under Secretary of Defense for Research and Engineering in the management of his organization.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of the individual concerned.

SAFEGUARDS:

Building guards and locked file containers. Records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Records are temporary in nature and are destroyed after individuals leave

employment of OUSDRE or are no longer under consideration for employment.

SYSTEM MANAGER(S) AND ADDRESS:

Executive Assistant to USDRE, Office of the Secretary of Defense, Washington, D. C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Personnel Assistant
Office of the Executive Assistant to USDRE
Room 3E1006, Pentagon
Washington, D. C. 20301
Telpehone: 202-695-6556

Written requests for information should contain the full name of the individual, current address, telephone number, and any other information which would help in identifying the desired information.

For personal visits, the individual must be able to provide acceptable identification, that is, driver's license, employing office's identification card, and give verbal information that could be vertified with his 'case folder'.

RECORD ACCESS PROCEDURES:

Request should be addressed to SYSMANAGER as shown above.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information is provided by the Directorate for Personnel and Security, Security Division, Washington Headquarters Services, Department of Defense, individuals concerned, travel vouchers, security forms, travel orders, individual's supervisors, and time and attendance clerks.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DUSDRE 03

SYSTEM NAME:

Inventor's File, Office Under Secretary of Defense (Research and Engineering).

SYSTEM LOCATION:

Office of the Under Secretary of Defense for Research and Engineering (OUSDRE), Office, Secretary of Defense, Room 3E1006, Pentagon, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All persons who have submitted inventions, ideas, and proposals for consideration by Department of Defense.

CATEGORIES OF RECORDS IN THE SYSTEM:

These files contain correspondence with individuals concerning their inventions, ideas, and proposals submitted to the Department of Defense; evaluations by Government employees of those inventions, ideas, and proposals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 133.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

The information in this file is primarily collected to give consideration to the inventions, ideas, and proposals submitted by the public. These files are used to reply to correspondence and inquiries from the public and other Government agencies. The information contained in these files is used by the staff of OUSDRE.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

Building guards and locked file containers. Records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Retained in active files for a period of three years and then transferred to the Washington National Records Center, Suitland, Maryland 20409.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Program Control and Administration, Office of the Secretary of Defense, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Director, Program Control and Administration
Room 3E1031, Pentagon
Washington, D.C. 20301
Telephone: 202-697-4994.

Written requests for information should contain the full name of the individual, current address and telephone number and any other information which would help in identifying the desired information.

For personal visits, the individual must be able to provide acceptable identification, that is, driver's license, employing office's identification card, and give verbal information that could be verified with his 'case folder'.

RECORD ACCESS PROCEDURES:

Requests should be addressed to SYSMANAGER as shown above.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. Part 286b, and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information is provided by individuals who send their inventions, ideas, and proposals to the Department of Defense and Government employees who evaluate the inventions, ideas, and proposals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DUSDRE 04

SYSTEM NAME:

Requests for Two-Year Foreign Residence Waiver Files.

SYSTEM LOCATION:

Security Policy and Review Division-Office of the Director, Program Control and Administration, Office of the Under Secretary of Defense for Research and Engineering, Office of the Secretary of Defense.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any foreigner applying for a Waiver of Foreign Residency.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain requests for waiver of foreign residency.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Mutual Educational and Cultural Exchange Act of 1961 (75 Stat. 535).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

Security Policy and Review Division-To evaluate requests for waivers.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Building guards and locked file containers. Records are maintained in an area accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Records are permanent. Retained in active file for ten years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Program Control and Administration, OUSDRE, Office of the Secretary of Defense, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Security Policy and Review Division
Room 3D1014
Pentagon
Washington, D.C. 20301
Telephone: 202-697-3459

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Under Secretary of Defense for Research and Engineering, Office of the Secretary of Defense, Pentagon, Washington, D.C. 20301.

Written requests for information should contain full name of individual, current address and telephone number and approximate date of waiver request.

For personal visits individual should be able to provide appropriate identification.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Application and related correspondence from sponsor and individual requesting waiver.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DWHS P01

SYSTEM NAME:

Senior Executive Service (SES) and Equivalent Executive Level Files.

SYSTEM LOCATION:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who is currently in, was recommended for, or has held an executive position in the Office of the Secretary of Defense (OSD), OSD field activities, the Organization of the Joint Chiefs of Staff, the U.S. Court of Military Appeals, the U.S. Mission to NATO, the NATO International Staff, the NATO Support Group, and the Defense Agencies.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains both approved and disapproved cases. File also contains copy of individual's SF-171, position description, position evaluation statement, organization chart, Office of Personnel Management (OPM) Form 1390, SF-161, or 161A, correspondence, and other selected documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, United States Code, Section 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

Records provide information necessary for carrying out the SES personnel and position management functions. The Office of Secretary of Defense (OSD), OSD field activities, the Organization of the Joint Chiefs of Staff (OJCS), the U.S. Court of Military Appeals (COMA), the U.S. Mission to NATO, the NATO International Staff, the NATO Support Group, and the Defense Agencies are part of routine use.

EXTERNAL USERS, USES, AND PURPOSES

The Office of Personnel Management (OPM) uses the information necessary for the OPM to carry out its Government-wide personnel functions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders in metal file cabinets.

RETRIEVABILITY:

Filed by organization, and then alphabetically by name.

SAFEGUARDS:

Access is granted only to personnel and management officials having a need-to-know. Building employs guards. Records are maintained in an area accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Files maintained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Directorate for Personnel and Security
Washington Headquarters Services (WHS)
Room 3B347
Pentagon
Washington, D.C. 20301
Telephone: 202-697-4211.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the above System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

SF-171 from individual, other material obtained from personnel offices and statements from management officials.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DWHS P04

SYSTEM NAME:

Reduction-In-Force Case Files.

SYSTEM LOCATION:

Directorate for Personnel and Security, Washington Headquarters

Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees serviced by Office of the Secretary of Defense (OSD) System Manager, who have been reached for reduction-in-force actions.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of retention registers, letters from management officials, letters prepared by Personnel to individual regarding type of action required, correspondence from individual concerned and other miscellaneous correspondence concerning the specific action.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 1302, 3502

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

To maintain a case file on each reduction-in-force situation in serviced organizations for record purposes of the System Manager. Background information for the Merit System Promotion Board (MSPB) in case of appeal. Review by OSD management officials in cases of questions of qualifications. Armed Forces Information Service (AFIS), Court of Military Appeals (COMA), Defense Advanced Research Projects Agency (DARPA), Defense Security Assistance Agency (DSAA), Office of Dependents Education, Organization of the Joint Chiefs of Staff (OJCS), Tri-Service Medical Information System (TRIMIS), and Washington Headquarters Services (WHS), are part of routine users.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name. Destroy two years after case is closed.

SAFEGUARDS:

Building employs security guards. Records are maintained in file cabinets in areas accessible only to authorized personnel who are properly screened and trained.

RETENTION AND DISPOSAL:

Destroy two years after case is closed.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the above System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Adminsitrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Letters to individuals originated by Personnel, Retention Registers furnished by Personnel, correspondence from management officials, correspondence from individual concerned, correspondence from MSPB/OPM and correspondence from appeals examiner in case of an appeal.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DWHS P08

SYSTEM NAME:

Worker's Compensation-On-The-Job Injuries Report File

SYSTEM LOCATION:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees injured on the job.

CATEGORIES OF RECORDS IN THE SYSTEM:

Case files containing required injury reports which include name, SSN, DOB, telephone number, type of injury, address, and assigned activity.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 8101

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Director for Personnel and Security, WHS, and Labor Department for purposes of determining eligibility for Worker's Compensation, statistical data regarding leave taken and to review cases being processed.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

To provide assistance in submitting appropriate forms for injuries.

STORAGE:

Metal five drawer legal size file cabinet

RETRIEVABILITY:

Filed by name of employee with card index.

SAFEGUARDS:

Building patrolled by security guards. File is maintained in an area which is secured during non-working hours.

RETENTION AND DISPOSAL:

Files are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 2026973305.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the above SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Civilian employees of the Office of the Secretary of Defense and Organization of the Joint Chiefs of Staff, and activities serviced by WHS.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DWHS P09

SYSTEM NAME:

Computer Data Base.

SYSTEM LOCATION:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees serviced by Directorate for Personnel and Security, WHS.

CATEGORIES OF RECORDS IN THE SYSTEM:

The following data is stored in addition to that required by Office of Personnel Management (OPM). Position Number, Position Tenure, Organization Code, Building Code, Date of Last Within Grade Increase, Due Date for Within Grade Increase, Highest Grade Held, Date of Last Promotion, Expiration Date of Appointment (If applicable), Nine Month Appraisal Date (If applicable), Leave Category, Special Category, Type of Appointment, Date of Current Appointment, Marital Status, Legal Residence, Security Clearance and Health Benefits Status.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

EO 9830 and 5 USC 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

Personnel and Security Directorate - Date extracted as required by Office of Personnel Management for Central Personnel Data File. Certain fields used as required for statistical data. Stored data printed on personnel change forms to report a change in status, i.e., Standard Form 50, DA 2515. Extracts of data base used periodically to insure currency of files. Alphabetic locator to verify employment organization staffing summary.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

IBM Computer 370.

RETRIEVABILITY:

Files may be retrieved and sorted by any field in Data Base.

SAFEGUARDS:

Building has security guards. User of Data Base must have a 'user code' in order to be admitted access to computer room.

RETENTION AND DISPOSAL:

Records are permanent and current as long as the employee is employed.

SYSTEM MANAGER(S) AND ADDRESS:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the above System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Processing documents initiated by the Directorate for Personnel and Security and employee's Standard Form 171.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DWHS P12

SYSTEM NAME:

Executive Development Program and Training Files.

SYSTEM LOCATION:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees applying for executive development and training programs.

CATEGORIES OF RECORDS IN THE SYSTEM:

Optional Form 69 individual development plans, optional forms 37 and 170, DD form 1556, SD forms 446 and 447, Training Record Card File, SF-171, SF-59, which contain name, social security number, date of birth, home address, annual salary, and office and home telephone numbers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 4101

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

Personnel and Security Directorate - To determine eligibility for specialized development programs and training assignments.

EXTERNAL USERS, USES, AND PURPOSES

The Office of Personnel Management (OPM) for information necessary for OPM to carry out its Government-wide personnel management functions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

To ensure that complete records are maintained for program evaluation purposes.

STORAGE:

Metal five drawer legal size file cabinet without lock.

RETRIEVABILITY:

Filed by training program name and employee name.

SAFEGUARDS:

Building has security guards. File is maintained in an area which is secured during nonworking hours.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the above System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R., Part 286b, and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Employees submit application forms.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DWHS P14

SYSTEM NAME:

Blood Donor Files

SYSTEM LOCATION:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any blood donor with the Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff, and activities serviced by WHS.

CATEGORIES OF RECORDS IN THE SYSTEM:

File cards contain name, rank (if military), duty phone, home phone, duty activity and room number, blood type and dates of donations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Military Personnel Division-to determine eligibility for blood replacement. To provide source of contacts for emergency blood requirements. To determine eligibility for issuance of gallon donor certificates.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Weekly screening of cards to determine if individual is eligible to donate blood.

STORAGE:

3x5 Cardex File.

RETRIEVABILITY:

Filed alphabetically by last name of donor.

SAFEGUARDS:

Building has security guards. File is maintained in an area accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Records are permanent for the duration of the individual's participation as a blood donor.

SYSTEM MANAGER(S) AND ADDRESS:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 2026973305.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the above SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Civilian Health Clinic-Pentagon and the individual blood donors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DWHS P17

SYSTEM NAME:

Assignment Folders

SYSTEM LOCATION:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel currently on duty with the Office of the Secretary of Defense, and activities serviced by WHS.

CATEGORIES OF RECORDS IN THE SYSTEM:

File folders on each individual which contains all pertinent information on his nomination, selection, and duty tour within the Office of the Secretary of Defense.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Military Personnel Division-to have a basic source folder of military personnel assigned which includes name, grade, social security number, service, previous duty station, schooling, duty title, duty activity, and other pertinent data relating to the individuals career and assignment with the Office of the Secretary of Defense, and activities serviced by WHS.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

To have a source document pertaining to personnel assigned to the Office of the Secretary of Defense, and activities serviced by WHS. To insure that a folder is initiated on all individuals upon acceptance for assignment to the Office of the Secretary of Defense, and activities serviced by WHS.

STORAGE:

Metal five drawer file cabinet with lock.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

Building has security guards. Files are maintained in an area that is secured during non-working hours.

RETENTION AND DISPOSAL:

Records are retained for approximately six months after individual's departure then they are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the above SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information is provided from nomination folder and actions initiated by the Office of the Secretary of Defense.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DWHS P18

SYSTEM NAME:

The Office of the Secretary of Defense Identification Badge Suspense Card System.

SYSTEM LOCATION:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel assigned to the Office of the Secretary of Defense, and activities serviced by WHS.

CATEGORIES OF RECORDS IN THE SYSTEM:

All military personnel who are eligible for the Office of the Secretary of Defense Identification Badge after being assigned on permanent duty with the Office of the Secretary of Defense, and activities serviced by WHS, for a period of one year. Data includes names, social security account number, the Office of the Secretary of Defense activity, grade, service, and dates.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 1125

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

Military Personnel Division - To establish who is eligible for the Office of the Secretary of Defense Identification Badge after being assigned to an authorized space in the Office of the Secretary of Defense, and activities serviced by WHS.

EXTERNAL USERS, USES, AND PURPOSES

See the Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Issuance of the Office of the Secretary of Defense Identification Badges at end of each month for eligible personnel.

STORAGE:

3x5 Cardex File

RETRIEVABILITY:

Filed alphabetically by last name of recipient.

SAFEGUARDS:

Building has security guards. Office locked during nonworking hours.

RETENTION AND DISPOSAL:

Records are permanent. Maintained in the Military Personnel Division at all times.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the above System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Written or verbal inquiries.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DWHS P19

SYSTEM NAME:

General/Flag Officer Files

SYSTEM LOCATION:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All General/Flag Officers assigned to the Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff, WHS, and Defense Agencies.

CATEGORIES OF RECORDS IN THE SYSTEM:

Separate file on each General/Flag officer position in the Office of the Secretary of Defense and the Organization of the Joint Chiefs of Staff, WHS, and Defense Agencies. Each file contains information on the position (SD Form 37, Position Description), and information on the General or Flag Officer filling the position, to include all correspondence nominating him for the position and a summary of his military record, including prior assignments, awards, etc.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

To provide a centralized file to incorporate all staffing and personnel correspondence dealing with General/Flag officer positions and incumbents in the Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff, WHS, and Defense Agencies.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Maintain files and update as correspondence relating to the General/Flag officer position as it is received.

STORAGE:

Metal five-drawer file cabinet with lock.

RETRIEVABILITY:

Filed by organization and position.

SAFEGUARDS:

Building has security guards. File is maintained in an area that is secured during nonworking hours.

RETENTION AND DISPOSAL:

Manpower authorizations: transfer one year after no longer current to Washington National Records Center (WNRC). Destroy when forty years old.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the above System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

All documents relating to General/Flag officers and/or their positions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DWHS P20

SYSTEM NAME:

Report of Personnel Assigned Outside of Department of Defense

SYSTEM LOCATION:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Department of Defense personnel working in any organization outside the realm of the Department of Defense.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reflects personnel and assignment data in each Department of Defense personnel working outside the Department of Defense. This data includes name of individual, rank, social security number, service (GS rating if civilian), organization assigned to, and title of job. Also, included is the date of assignment and projected loss date of the individual concerned. The report also reflects in each case whether the position is reimbursable or non-reimbursable.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Serves as a central Department of Defense record of what Department of Defense personnel are working outside the Department of Defense and for what organization.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

This report is updated quarterly, based on information obtained from the military departments.

STORAGE:

Metal five drawer file cabinet with lock.

RETRIEVABILITY:

Filed by month and year of report.

SAFEGUARDS:

Building has security guards. File is maintained in an area that is secured during non-working hours.

RETENTION AND DISPOSAL:

Records are permanent. Maintained in the Military Personnel Division at all times.

SYSTEM MANAGER(S) AND ADDRESS:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the above SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Quarterly reports received from the military departments.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DWHS P21

SYSTEM NAME:

Duty Status Cards

SYSTEM LOCATION:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Room 3B347, Pentagon, Washington, D. C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel currently on duty with the Office of the Secretary of Defense and activities serviced by WHS, and all military personnel who have departed.

CATEGORIES OF RECORDS IN THE SYSTEM:

5x8 cards which include name, grade, social security number, service, duty title, duty activity, and other related information pertaining to the individual's duty assignment with the Office of the Secretary of Defense, and activities serviced by WHS.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Military Personnel Division-Duty tour suspense, personnel requisition suspense, locator index of personnel who have departed and record of individual's duty status within the Office of the Secretary of Defense, and activities serviced by WHS and other related information.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

To have a basic source document for military personnel. To insure that a status card is initiated on all military personnel (permanent and temporary) upon arrival to the Office of the Secretary of Defense, and activities serviced by WHS.

STORAGE:

Metal file cabinet.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

Building has security guards. File is maintained in an area that is secured during non-working hours.

RETENTION AND DISPOSAL:

Records are permanent. Maintained in Military Personnel Division permanently.

SYSTEM MANAGER(S) AND ADDRESS:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the above SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information provided by the nomination folder and from the individual being assigned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DWHS P22

SYSTEM NAME:

General/Flag Officer Roster

SYSTEM LOCATION:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All General and Flag Officers assigned to the Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff and the Defense Agencies.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains data on each General/Flag officer possition in the Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff and the Defense Agencies. Position information included Organization and Title of Position, Authorized Grade and Service and Rotation sequence among the services. Information on the individual inlcudes: Name, rank, assigned grade and service, Social Security Number, date assigned, projected loss date and date of rank.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide centralized base for recording all General/Flag officer staffing changes in the Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff and Defense Agencies with regard to: Requisitioning of personnel, notification of arrival and departure of personnel and changes in pertinent personnel data. To provide pertinent data for use in the Department of Defense wide General/Flag officer reduction program.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Computer printout updated quarterly.

STORAGE:

Printouts filed in secured metal cabinets.

RETRIEVABILITY:

Filed by month and year of issue.

SAFEGUARDS:

Building has security guards. File is maintained in an area that is secured during nonworking hours.

RETENTION AND DISPOSAL:

Records are maintained for approximately two years, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Personnel and Security, (WHS), Room 3B347, Pentagon, Washington, D. C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the above SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

All personnel and assignment actions relating to General and Flag officer positions and personnel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DWHS P23

SYSTEM NAME:

Roster of Military Personnel.

SYSTEM LOCATION:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel assigned to the Office of the Secretary of Defense, and activities serviced by WHS.

CATEGORIES OF RECORDS IN THE SYSTEM:

Computer printout reflects data in each position in the Office of the Secretary of Defense and activities serviced by WHS, and the individual filling it. Position information includes organization and title of position, authorized grade, authorized service and the military class code of the position. Information on the individual includes name, rank, social security number, date of rank, service, date assigned to the Office of the Secretary of Defense and activities serviced by WHS, and their projected loss date.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES:

Military Personnel Division/Office of the Secretary of Defense and activities serviced by WHS/Defense Agencies/ and the Military Departments - To provide a base for recording all military personnel changes in the Office of the Secretary of Defense and activities serviced by WHS with regard to: requisitioning personnel, notification of their arrival, all changes in rank, dates of arrival and departure. For use by the Military Personnel Division to facilitate personnel records checks and various military staffing action.

EXTERNAL USERS, USES, AND PURPOSES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Computer printout updated monthly-copies sent to Military Departments and all activities within the Office of the Secretary of Defense for information and manning purposes.

STORAGE:

Metal five drawer file cabinet with lock.

RETRIEVABILITY:

Filed by month and year of issue.

SAFEGUARDS:

Building has security guards. File is maintained in an area that is secured during nonworking hours.

RETENTION AND DISPOSAL:

Records are permanent. Maintained in the Military Personnel Division at all times.

SYSTEM MANAGER(S) AND ADDRESS:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

RECORD ACCESS PROCEDURES:

Requests from individual should be addressed to the above System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

All personnel and assignment related actions initiated in/out of the Office of the Secretary of Defense and WHS.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DWHS P25

SYSTEM NAME:

Overseas Staffing Files.

SYSTEM LOCATION:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Personnel assigned to positions overseas.

CATEGORIES OF RECORDS IN THE SYSTEM:

Standard For 171's, SF 1190's, travel orders, letters to Army Finance Office concerning pay, overseas quarters allowances, post differentials, etc., Standard Form 52, messages concerning the individual's return rights, home leave, etc., to and from overseas area.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

Files are used as records of individuals employed in overseas positions located in Defense Advanced Research Projects Agency (DARPA), North Atlantic Treaty Organization (NATO), and U.S. Mission to NATO.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Applications and documents filed in folders by name and title of position.

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed by employee name.

SAFEGUARDS:

Building employs security guards. Records are maintained in file cabinets in areas accessible only to authorized personnel who are properly screened and trained.

RETENTION AND DISPOSAL:

Retained until individual returns to the United States, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

NOTIFICATION PROCEDURE:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the above System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

The individual, overseas staff office, other Federal Agency offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DWHS P26

SYSTEM NAME:

Protective Services File.

SYSTEM LOCATION:

Directorate for Space Management and Services, Washington Headquarters Services (WHS), Department of Defense, Security Division, Room 3C345, Pentagon, Washington, D. C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who initiates contact with the Secretary or Deputy Secretary of Defense in person, by United States mail, or telephonically who may possibly pose a threat to the personal safety of the Secretary or Deputy Secretary of Defense or other United States Government officials.

CATEGORIES OF RECORDS IN THE SYSTEM:

File cards containing only data provided by the individual, which normally includes individual's name, address, type of communication, and a brief description of the message the individual intended to relay to the official or officials noted.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

Physical Security Branch, Security Division, Space Management and Services, WHS-To maintain a listing of those individuals who may pose a threat to the personal safety of the Secretary or Deputy Secretary of Defense.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of the Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Filed by name and by residence of the sender, caller or visitor.

STORAGE:

Vertical file cards.

RETRIEVABILITY:

By name and by residence of the sender, caller or visitor.

SAFEGUARDS:

Stored in metal file cabinets with locking devices and metal combination safes, depending on classification.

RETENTION AND DISPOSAL:

Records are maintained permanently.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Space Management and Services, Washington Headquarters Services, Department of Defense, Room

3C345, Pentagon, Washington, D. C. 20301.

NOTIFICATION PROCEDURE:

See Exemption.

RECORD ACCESS PROCEDURES:

See Exemption.

CONTESTING RECORD PROCEDURES:

See Exemption.

RECORD SOURCE CATEGORIES:

See Exemption.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 522a (j) or (k) as applicable. For additional information contact the System Manager.

DWHS P27

SYSTEM NAME:

Pentagon Building Pass Application File.

SYSTEM LOCATION:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Security Division, Room 3C345, Pentagon, Washington, D. C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any Department of Defense military or civilian employee, any contractor sponsored by the Department of Defense, or other persons who have reason to enter the Pentagon for official Department of Defense business, and who therefore require an entry pass.

CATEGORIES OF RECORDS IN THE SYSTEM:

File cards containing name, sponsoring office of the Department of Defense and activities serviced by Washington Headquarters Services (WHS), sex, height, weight, date and place of birth are noted.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

Physical Security Divsion, Directorate for Space Management and Services, WHS -To maintain a listing of personnel who are authorized a DoD Pentagon Building Pass.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Filed by the individual's name.

STORAGE:

Vertical file cards.

RETRIEVABILITY:

By the individual's name.

SAFEGUARDS:

Secure room. Building has military security guards.

RETENTION AND DISPOSAL:

File cards are destroyed after termination of the individual's affiliation with the Department of Defense and activities serviced by WHS.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Physical Security Division, Directorate for Space Management and Services, Washington Headquarters Services (WHS), Department of Defense, Room 3C345, Pentagon, Washington, D. C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Physical Security Division, Directorate for Space Management and Services, Washington Headquarters Services (WHS), Department of Defense, Room 3C345, Pentagon, Washington, D. C. 20301. Telephone: 202-695-5052.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the above System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

All data maintained in the system is received voluntarily from individual DoD Pentagon Building Pass applicants.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DWHS P28

SYSTEM NAME:

The Office of the Secretary of Defense Clearance File.

SYSTEM LOCATION:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Security Division, Room 3B278, Pentagon, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian employees of the Office of the Secretary of Defense, its components and support organizations including the United States Court of Military Appeals and the United States Mission to NATO; experts and consultants serving with or without compensation; staff members of Congressional committees requiring access to classified information or material, employees of other agencies detailed to the Office of the Secretary of Defense, very important people selected to attend orientation conferences, USO and Red Cross applicants for overseas posts.

CATEGORIES OF RECORDS IN THE SYSTEM:

Background investigations, national agency checks, security clearance actions, security violations, and supporting documents, briefings and debriefings.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

In order to implement the Executive Order 12065 and Executive Order 10450 within the Department of Defense, the Secretary of Defense has issued under the provisions of Title 5, United States Code, Section 301, Department of Defense Directive 5200.2 and Department of Defense Regulation 5200.2R. Department of Defense Regulation 5200.2R sets out the recordkeeping requirements needed to support the Departmental Personnel Security Program.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES AND PURPOSES

Security Division, Directorate for Personnel and Security, Washington Headquarters Services, to grant and maintain security clearances or access.

EXTERNAL USERS, USES AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Hard copy files are maintained in a secured area, and computer files are stored on magnetic tape and disk.

RETRIEVABILITY:

Active clearance files maintained alphabetically by last name of subject. Inactive clearance files serially numbered and indexed alphabetically.

SAFEGUARDS:

Files are maintained under the direct control of DoD Personnel in the Security Office during duty hours. Office is locked and guarded during non-duty hours. Computer media residents are stored in controlled areas. Dial-up computer terminal access is controlled by user passwords that are periodically changed.

RETENTION AND DISPOSAL:

Records are permanent. Retained in active files until separation or end of requirement for security clearance. Held in waiting file for 10 years.

SYSTEM MANAGER(S) AND ADDRESS:

Director for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

See Exemption.

RECORD ACCESS PROCEDURES:

See Exemption.

CONTESTING RECORD PROCEDURES:

See Exemption.

RECORD SOURCE CATEGORIES:

See Exemption.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt from certain portions of the Privacy Act under the provisions of 5 U.S.C. 552a(k)(5). The Office of the Secretary of Defense rules are set forth at 32 CFR, Part 286b, and OSD Administrative Instruction No. 81.

DWHS P32

SYSTEM NAME:

Standards of Conduct Inquiry File

SYSTEM LOCATION:

Primary System-Office of the Director for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have been alleged to have violated the Department of Defense Standards of Conduct or the conflict of interest statutes.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files in the Office of the Director for Personnel and Security, WHS, which are used in the performance of the functions of the office. The files contain information about individuals in regard to allegations of violations of the Department of Defense Standards of Conduct or the conflicts of interest statutes.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U.S. Code, Section 137/EO 11222

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Routine use of the files is by the professional personnel in the Office of the Director for Personnel and Security, WHS, and Office of the General Counsel, Office of the Secretary of Defense, Department of Justice and DoD Components. Purpose of the files is to provide information for professional personnel in the Office of the Director for Personnel and Security, WHS, and Office of General Counsel to resolve various standards of conduct problems.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Stored in metal filing cabinets with locking devices and metal combination safes depending on classification.

RETENTION AND DISPOSAL:

Files are retained as long as there is official interest in the case; then destroyed or retired to the Federal Records Center, Suitland, Maryland.

SYSTEM MANAGER(S) AND ADDRESS:

Director for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

NOTIFICATION PROCEDURE:

Written request for information should be addressed to the System Manager, Director for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305. Valid proof of identity is required.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the above SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information contained in files is obtained from various sources including correspondence, press releases, investigations performed by the Department of Defense and other agencies and congressional committees, and other systems of records in the Department of Defense.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

This system of records is exempt under the authority of (k)(2) and (5) of Title 5, U.S.C. Section 552a from subsections (c)(3) and (d) of that statute which would require the disclosure of: (a) investigatory material compiled for law enforcement purposes. However, if any individual is denied any right, privilege, or benefit that he would otherwise be entitled by Federal law, or otherwise be eligible, as a result of the maintenance of such material, the material shall be provided to that individual, except to the extent that its disclosure would reveal the identity of a source who furnished information to the Government under an express promise or, prior to September 27, 1975, under an implied promise that the identity of the source would be held in confidence, or: (b) investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment, military service, or Federal contracts, but only to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express promise or, prior to September 27, 1975, under an implied promise that the identity of the source would be held in confidence.

At the time of the request for a record, a determination will be made

concerning whether a right, privilege, or benefit is denied or the specific information which would reveal the identity of a source.

DWHS P36

SYSTEM NAME:

Award records for military-Office of the Secretary of Defense (OSD) personnel.

SYSTEM LOCATION:

Directorate for Personnel and Security, Washington Headquarters Services, Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel recommended for Defense medals.

CATEGORIES OF RECORDS IN THE SYSTEM:

Master log, copy of approved award signed by the Secretary of Defense, which contains the name, grade, Social Security Number, duty title, duty activity and period of assignment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301; 10 USC 1121; Executive Orders 11904 and 12019.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES AND PURPOSES

Military Personnel Division--To insure that certificate, citation, and medal are obtained and transmitted to the individual receiving the award.

EXTERNAL USERS, USES AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Metal five drawer legal size file cabinet with lock.

RETRIEVABILITY:

Filed by case number with a master log.

SAFEGUARDS:

Building has security guards. File is maintained in an area which is secured during nonworking hours.

RETENTION AND DISPOSAL:

OSD Award records are transferred to Washington National Records Center (WNRC) after three years, then destroyed when fifteen (15) years old. The appropriate Service files a record in the individual's personnel folder.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Directorate for Personnel and Security
Washington Headquarters Services (WHS)
Department of Defense
Room 3B347, Pentagon
Washington, D.C. 20301
Telephone: 202-697-5271

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the above System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Recommendations received from various Department of Defense related activities.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DWHS P37

SYSTEM NAME:

Grievance and Unfair Labor Practices Records.

SYSTEM LOCATION:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current or former Federal employees who have submitted grievances in accordance with 5 U.S.C. 2302, and 5 U.S.C. 7121, or a negotiated procedure, to include E.O. 11491, as amended.

CATEGORIES OF RECORDS IN THE SYSTEM:

The system contains records relating to grievances filed by Office of the Secretary of Defense (OSD) employees under 5 U.S.C. 2302, and 5 U.S.C. 7121. These case files contain all documents related to the grievances, including statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original and final decision, and related correspondence and exhibits. This system includes files and records of internal grievance and arbitration systems that OSD may establish through negotiations with recognized labor organizations. Folder contains all information pertaining to a specific arbitration case or specific unfair labor practice complaint, including a manual roster of local union officials and union stewards.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 2302, and 5 U.S.C. 7121, and E.O. 11491.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

This information is used by the Office of the Secretary of Defense (OSD) in the creation and maintenance of records of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related work force studies. While published statistics and studies do not contain individual identifiers, in some instances the selection of elements of data included in the study may be structured in such a way as to make the data individually identifiable by reference.

EXTERNAL USERS, USES, AND PURPOSES

These records and information in these records are used:

a. To disclose pertinent information to the appropriate Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order, where the disclosing agency becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation.

b. To disclose information to any source from which additional information is requested in the course of processing a grievance, to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, and identify the type of information requested.

c. To disclose information to a Federal agency, in response to its request, in connection with the hiring or retention of an employee; the issuance of a

security clearance; the conducting of a security or suitability investigation of an individual; the classifying of jobs; the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to requesting the Agency's decision on the matter.

d. To provide information to a Congressional office from the record of an individual, in response to an inquiry from that Congressional office, made at the request of that individual.

e. To disclose information to another Federal agency or to a court when the Government is party to a judical proceeding before the court.

f. By the National Archives and Records Service (General Services Administration) in records management inspections conducted under authority of 44 U.S.C. 2906.

g. To disclose information to officials of the Merit Systems Protection Board, including the Office of the Special Counsel; the Federal Labor Relations Authority and its General Counsel; or the Equal Employment Opportunity Commission, when requested in performance of their authorized duties.

h. To disclose in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding.

i. To provide information to officials of labor organizations reorganized under the Civil Service Reform Act when relevant and necessary to their duties, exclusive representation concerning personnel policies, practices, and matters affecting work conditions.

j. To provide information to the Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office relating to the Labor Management Relations Program.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records maintained in file folders.

RETRIEVABILITY:

These records are retrieved by case subject, case number, and/or individual employee names.

SAFEGUARDS:

These records are maintained in locked metal file cabinets, to which only OSD authorized personnel have access.

RETENTION AND DISPOSAL:

Case files are permanently maintained. Other records are normally destroyed after supersession.

SYSTEM MANAGER(S) AND ADDRESS:

Director for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301. Telephone: 202-697-3305.

RECORD ACCESS PROCEDURES:

Request for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R., Part 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information in this system of records is provided by the individual on whom the record is maintained; by testimony of witnesses; by Agency officials, from related correspondence from organizations or persons; or from Arbitrator's Office, Office of the Assistant Secretary of Labor for Labor-Management Relations, Union Headquarters Officers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DWHS P39

SYSTEM NAME:

Clerical Merit Promotion File.

SYSTEM LOCATION:

Directorate for Personnel and Security, Washington Headquarters Services, Department of Defense, Pentagon, Washington D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any applicant for employment who applies for a clerical position.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains copies of SF-171's plus any attachments submitted by applicant, copies of supervisory appraisals, copies of Job Opportunity Announcement, original certificate of eligibles, rating sheet for all applicants, rating schedule or definition of 'best qualified' and copies of nonselection and not certified letters.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

Personnel and Security Directorate - To provide a file containing information on persons who have expressed interest in being considered for clerical positions for organizations serviced. Armed Forces Information Service (AFIS), Court of Military Appeals (COMA), Defense Advanced Research Projects Agency (DARPA), Defense Security Assistance Agency (DSAA), Office of Dependents Education, Organization of the Joint Chiefs of Staff (OJCS), TriService Medical Information System (TRIMIS), and Washington Headquarters Services (WHS), are part of routine users.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Filed in folders by name, alphabetically.

STORAGE:

Paper records in file folders and on disks.

RETRIEVABILITY:

Filed by name, alphabetically.

SAFEGUARDS:

Building employs security guards. Records are maintained in file cabinet in areas accessible only to authorized personnel who are properly screened and trained. Computer access is in controlled areas. Dial-up computer terminal access is controlled by user passwords that are periodically changed.

RETENTION AND DISPOSAL:

Records are maintained for a two-year period or Office of Personnel Management (OPM) inspection, whichever occurs earlier. Then they are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301. Telephone: 202-697-3305.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the above System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R., Part 286b, and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Application and related forms from the individual applying for position, supervisory appraisals from current or previous employers, forms completed by persons whose names are given as a reference, ratings and correspondence from Directorate for Personnel and Security, WHS, and supervisory officials.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DWHS SPM002

SYSTEM NAME:

Pentagon and Federal Building 2 Carpool Locator.

SYSTEM LOCATION:

Primary System - Air Froce Data Services Center.

Decentralized Segments - DoD Parking Control Office, Directorate for Space Management and Services, Washington Headquarters Services, Department of Defense, Pentagon, Washington, D.C. 20301.

Office of the DoD Building Administrator, Directorate for Space Management and Services, Washington Headquarters Services, Department of Defense, Federal Building 2, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Department of Defense (DoD) and other personnel who participate in Pentagon and Federal Building 2 carpools.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name of individual, DoD Component Code, home address, working hours, Pentagon or Federal Building 2 office room number, office phone number, map coordinate of home address.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Property and Administrative Services Act of 1949, 63 Stat. 377, as amended.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

This system assigns and administers allocated carpool parking spaces at the Pentagon and Federal Building 2; and provides Pentagon and Federal Building 2 carpoolers with the names of potential prospects who live near him/her.

INTERNAL USERS, USES, AND PURPOSES

DoD Parking Control Office and the Office of the Building Administrator, Federal Building 2 - To assign and administer allocated carpool parking spaces at the Pentagon and Federal Building 2.

Air Force Data Services Center - To provide a printout to each individual in the system which lists other participants who live near him/her who are potential carpool prospects, and to provide a complete printout of all participants to the DoD Parking Control Office and the General Services Administration (GSA).

Individuals - To contact other participants on either his/her individual printout or area card, or the DoD Parking Control Office's complete printout to determine their interest in carpooling.

EXTERNAL USERS, USES, AND PURPOSES

General Services Administration - To carpool data in area-wide system when and if implemented.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tapes, disks and paper printouts for the Pentagon building carpools. Manual storage within self-help carpool locator board for Federal Building 2 participants.

RETRIEVABILITY:

Information is accessed and retrieved by name and home address map grid for Pentagon building participants. Information is manually accessed and retrieved from cards in map grids for Federal Building 2 participants.

SAFEGUARDS:

Pentagon - All participants have access to the data, which is under direct control of the DoD Parking Control Office. Office is locked and guarded. Computer media resident at the Air Force Data Services Center is stored in controlled areas. Dial-up computer terminal access is controlled by user passwords that are periodically changed.

Federal Building 2 - All participants have access to the data. Building has security guards. System is maintained in an area secured during nonworking hours and within close view of security officers.

RETENTION AND DISPOSAL:

Data is retained only on active participants. Records of personnel removed from the Pentagon Carpool Locator shall be kept one to three months and then destroyed. Records of personnel removed from the Federal Building 2 carpool locator shall be destroyed upon removal.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Space Management and Services, Washington Headquarters Services, Department of Defense, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Director, Space Management and Services
Washington Headquarters Services
Department of Defense
Room 3C345, Pentagon
Washington, D.C. 20301
Telephone: 202-697-7241

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Director, Space Management and Services, Washington Headquarters Services, Department of Defense, Room 3C345, Pentagon, Washington, D.C. 20301.

Written requests for information should contain the full name of the individual, current address and telephone number.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license or DoD building pass.

The computer system has the facility to access all data stored in the data base. Central Parking Control has exclusive access to the data base and controls updating the files.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the

individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Carpool Locator Card (DD Form 2170).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DEFENSE ADVANCED RESEARCH PROJECT AGENCY

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required, to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below, only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE - LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and criminal investigations of the Component requesting the record.

ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom,

maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

E DARPA 001

SYSTEM NAME:

Travel File.

SYSTEM LOCATION:

Administrative Services Office, Defense Advanced Research Projects Agency (DARPA), 1400 Wilson Boulevard, Arlington, VA 22209.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and former DARPA employees, civilian and military. Selected government employees who visit DARPA on official business at DARPA's expense and certain nongovernment personnel traveling on Invitational Travel Orders for DARPA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Traveler's last name, first name, middle initial, office, division, travel dates, days, ticket cost, other cost, travel order number, destination, and status.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, United States Code, Section 301; Department of Defense Directive 5105.41, 'Defense Advanced Research Projects Agency (DARPA)', June 8, 1978.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Internal management administrative, and budgetary needs. Provides daily, weekly and monthly status reports to top management concerning status of travel funds.

INTERNAL USERS, USES, AND PURPOSES

Director and Deputy Directors, Assistant Directors, Staff Assistants, Project Officers, and Personnel and Administrative Officers, DARPA.

EXTERNAL USERS, USES, AND PURPOSES

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer paper printouts, paper records and correspondence in file folders, also, magnetic disc.

RETRIEVABILITY:

Accessed by last name, by office, or by any of the data files listed in Record Category.

SAFEGUARDS:

Paper copies are maintained in areas accessible only to authorized personnel. Building employs security guards. File access is available to authorized personnel who have been assigned system passwords.

RETENTION AND DISPOSAL:

Paper files will be destroyed by burning or pulping immediately after they have served their purposes or after 2 years, whichever occurs first. There are no plans to retire or destroy ADP files.

SYSTEM MANAGER(S) AND ADDRESS:

Administrative Officer, DARPA, 1400 Wilson Boulevard, Arlington, VA 22209.

NOTIFICATION PROCEDURE:

Information may be obtained from Administrative Officer, DARPA, Room 607, Architect Building, 1400 Wilson Boulevard, Arlington, VA 22209. Telephone (202) 694-3032.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Administrative Officer, DARPA, Room 607, Architect

Requests from individuals should be addressed to Administrative Officer, DARPA, 1400 Wilson Boulevard, Arlington, VA 22209.

Written requests for information should contain the full name of the individual, the period for which the information is required and specific categories of information required.

For personal visits, the individual should be able to provide DoD Identification Card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

DARPA Special Orders (TDY, Invitational, PCS, etc.); Travel Vouchers as submitted by travelers and as returned by the local finance offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

NATIONAL SECURITY AGENCY

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required, to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below, only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE - LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement

information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and criminal investigations of the Component requesting the record.

ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom, maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

GNSA01

SYSTEM NAME:

NSA/CSS Access, Authority and Release of Information File

SYSTEM LOCATION:

Primary System - National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Decentralized Segments - Each staff, line, contract and field element as appropriate.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

NSA/CSS civilian employees, personnel under contract or appointment and military assignees.

CATEGORIES OF RECORDS IN THE SYSTEM:

File may consist of authorizations to obtain keys; authorizations for access to specific sensitive information or areas; delegation of responsibility to authorize or request specific action, work projects or access; notification to report for duty in event of hazardous weather or other emergency; authorizations to officially release various types of communications; assignments to special activities; assignments as Agency representatives to department or other government committees, boards, task groups; assignments to special tasks in event of technical or national emergencies; assignments to duties as fire, safety, security officers, Combined Federal Campaign and blood donation workers; and assignments to other special or volunteer duties or activities.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Public Law 86-36, Public Law 88-290, 18 U.S.C. section 798, E.O. 12065.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of this file is to provide a means to rapidly determine who may have access to information or keys; who is required to report for duty in special circumstances, who has been authorized to release official communications; who has been assigned additional special tasks, voluntary duties or other duties. The file and its segments are used by each authorized staff, line, contract and

field officer, employee or assignee to make determinations as noted in the purposes above. Where required, specific information from this file may be made available to appropriate investigatory authorities engaged in national security or criminal investigations or to national defense and intelligence authorities or other governmental entities with respect to specific assignments or when emergency action is required.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, paper cards in file boxes, magnetic tapes, disks and other computer storage media, computer listings, microfilm.

RETRIEVABILITY:

By name.

SAFEGUARDS:

For paper, computer listing, cards and microfilm - Secure limited access facilities, within those facilities secure limited access rooms and within those rooms lockable containers. Access to information is limited to authorized individuals only. For machine records stored on magnetic tape, disk or other computer storage media within the computer processing area-additional secure limited access facilities, specific processing requests from authorized persons only, specific authority to access stored records and delivery to authorized persons only. Where data elements are derived from the Personnel Security File-remote terminal inhibitions are in force with respect to access to complete file or data relating to persons not assigned to requesting organization using a remote terminal. Remote terminals are secured, are available to authorized persons only, and certain password and other identifying information available to authorized users only is required. Terminals are not available outside of headquarters area locations.

RETENTION AND DISPOSAL:

Retained until individual is no longer authorized access or release authority or assigned to specific additional duties. Computer files are purged and updated to reflect current status.

SYSTEM MANAGER(S) AND ADDRESS:

Director, NSA.

NOTIFICATION PROCEDURE:

Requests from individual for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

RECORD ACCESS PROCEDURES:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

CONTESTING RECORD PROCEDURES:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

RECORD SOURCE CATEGORIES:

Applications and related forms requesting access, appointment or authorization, notifications of same, personnel records, personnel security records, and other sources as appropriate and required.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Individual records in this file may be exempt pursuant to 5 U.S.C., section 552a (k) (1) and (k) (5). For additional information see agency rules contained in 32 CFR Part 299a.

GNSA02

SYSTEM NAME:

NSA/CSS Applicants

SYSTEM LOCATION:

National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants for employment with NSA/CSS.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains forms, documents and correspondence providing personal and qualifications information submitted by individual applicants, educational institutions, past employers, references. Records include processing items, status reports, test results, interview reports, reports of reviewing organizations and other related information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Public Law 86-36, Public Law 88-290, E.O. 10450, and 5 U.S.C. and appropriate implementing Office of Personnel Management directives in the Federal Personnel Manual.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of this file is to support the recruitment, selection, hire and placement of applicants. The file is used to document applicant processing, as a basis for selection decisions by individual agency elements and the personnel organization, and such other related uses as required. The users of this file include those staff, line, contract and field officers and employees as authorized and appropriate. In addition, files may be made available to the Office of Personnel Management, Freedom of Information Act and Privacy Act authorities, Department of Defense and other governmental entities as required and appropriate.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper in file folders, cards in containers, logs, computer listings, computer magnetic tape, disks and other computer storage media, microfilm.

RETRIEVABILITY:

By name, social security number, and other appropriate data elements.

SAFEGUARDS:

For paper, computer printouts and microfilm - Secure limited access facilities, within those facilities secure limited access rooms and within those rooms lockable containers. Access to information is limited to those individuals specifically authorized and granted access by the Deputy Director for Management Services. For machine records stored on magnetic tape, disk or other computer storage media within the computer processing area-additional secure limited access facilities, specific processing requests accepted from authorized persons only. Remote terminal inhibitions are in force with respect to access to computerized file or data relating to persons not assigned to the organization using a remote terminal. Remote terminals are secured, are available to authorized persons only, and certain password and other identifying information available to authorized users only is required. Terminals are not available outside of headquarters area locations.

RETENTION AND DISPOSAL:

For applicants who are subsequently hired, records are transferred to Personnel File or destroyed as appropriate. For applicants not hired,

record are retained for a period not to exceed one year or until completion of legal proceedings involving issues pertaining to these records, whichever is later, unless employment requirements necessitate retention for a longer period.

SYSTEM MANAGER(S) AND ADDRESS:

Director, NSA.

NOTIFICATION PROCEDURE:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

RECORD ACCESS PROCEDURES:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

CONTESTING RECORD PROCEDURES:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

RECORD SOURCE CATEGORIES:

Applicant, educational institutions, references, former employers including other governmental entities, interviewing and reviewing individuals including possible gaining organization, security and medical authorities and other sources as relevant and appropriate.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Individual records in this file may be exempt pursuant to 5 U.S.C., section 552a (k) (1) and (k) (5). For additional information see agency rules contained in 32 CFR Part 299a.

GNSA03

SYSTEM NAME:

NSA/CSS Correspondence, Cases, Complaints, Visitors, Requests

SYSTEM LOCATION:

Primary System - National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Decentralized Segments - Each staff, line, contract and field element as authorized and appropriate.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons calling or corresponding with NSA/CSS concerning congressional inquiries; job opportunities; Freedom of Information and Privacy Act requests; other information requests, suggestions or comments; registering complaints; requesting appropriate security clearance and permission to visit; requesting or requiring information relating to litigation or anticipated litigation; and employees or assignees registering complaints or requesting information with respect to Equal Employment Opportunities; requesting inquiry or investigation by the Inspector General; requesting advice, opinions, or assistance from the General Counsel or provided to the General Counsel with respect to conflict of interest issues.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains correspondence from and to individuals, documents and memoranda related to the response, written material developed during or in anticipation of litigation or investigation of inquiries, complaints or grievances, written material developed in response to a request for advice or opinion from an individual, written material required by law, executive order, and regulations with respect to Equal Employment Opportunity investigations, Inspector General investigations, judicial branch subpoenas, orders and related actions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Public Law 86-36, Public Law 88-290, 5 U.S.C. section 552, Public Law 92-261, Public Law 93-259, Executive Order 10450, Executive Order 11222, Executive Order 11478, and Executive Order 12065.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of this file is to provide a record of the official responses and determinations of NSA/CSS to various inquiries for information, complaints, official actions of other governmental agencies and branches. The users of these files are those staff, line, contract and field officers, employees and assignees delegated the responsibility to respond on behalf of the Director, NSA, to such inquiries and complaints. The files are used to carry out the purpose set forth above, to provide an information base to be used in responding to the various reporting requirements levied by the Public Laws and Executive Orders cited in the authorities section of this notice. Information in the file may be used to provide reports in summary or statistical form to the Department of Defense, Office of Personnel Management, Office of Equal Employment Opportunity, Congress and those committees or subcommittees of the Congress having jurisdiction over matters covered by individual reports. Certain files may be provided to the General Counsel, Department of Defense, the Department of Justice, other appropriate governmental agencies and the judical branch where litigation or anticipated civil or criminal litigation is involved or where sensitive national security investigations related to protection of intelligence sources or methods are involved.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By name, case, or subject and within subject by name.

SAFEGUARDS:

Secure limited access facilities and within those facilities individual limited access offices. Files are stored in lockable containers and are only made available to individuals specifically authorized access or required to respond and individuals affected by actions taken or complaints received. Files related to sensitive investigations by the Equal Employment Opportunity Office, the Inspector General and General Counsel are additionally protected pursuant to appropriate statutes, executive orders or regulations and attorney-client privilege. In some cases records are sealed pursuant to sensitivity of subject matter or specific court order.

RETENTION AND DISPOSAL:

Records are retained on-site indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Director, NSA.

NOTIFICATION PROCEDURE:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

RECORD ACCESS PROCEDURES:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

CONTESTING RECORD PROCEDURES:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by

written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

RECORD SOURCE CATEGORIES:

Individual correspondence, written materials developed in response to inquiries from executive branch departments and agencies, judicial branch elements, Congress, Congressional committees, individual Congressmen, other government and private entities as appropriate, and other sources as appropriate and required.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Individual records in this file may be exempt pursuant to 5 U.S.C., section 552a (k) (1), (k) (2), (k) (4), and (k) (5). For additional information, see agency rules contained in 32 CFR Part 299a.

GNSA04

SYSTEM NAME:

NSA/CSS Cryptologic Reserve Mobilization Designee List

SYSTEM LOCATION:

Primary System - National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Decentralized Segments - Appropriate staff and line elements.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Inactive duty military reservists assigned to NSA/CSS mobilization positions.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record consists of a computer listing of NSA/CSS reserve mobilization requirements.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Public Law 86-36 and Title 10, U.S.C.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To maintain Tables of Distribution on mobilization requirements by military service, military job code, billet title, number of billets, mobilization duty location, training sponsor, and any special clearance requirements of the billet, and to provide a system of identifying mobilization designees with billets for training assignments.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer listings, computer magnetic tapes, disks and other computer storage media.

RETRIEVABILITY:

By name and mobilization designee requirements.

SAFEGUARDS:

Secure limited access facilities and within those facilities lockable containers. Records are accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Records are permanent. They are reviewed annually for changes in requirements. Superseded records are destroyed when no longer useful for reference purposes.

SYSTEM MANAGER(S) AND ADDRESS:

Director, NSA.

NOTIFICATION PROCEDURE:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

RECORD ACCESS PROCEDURES:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

CONTESTING RECORD PROCEDURES:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

RECORD SOURCE CATEGORIES:

Individual's parent service.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Individual records in this file may be exempt pursuant to 5 U.S.C., section 552a (k) (1) and (k) (5). For additional information see agency rules contained in 32 CFR 299a.

GNSA05

SYSTEM NAME:

NSA/CSS Equal Employment Opportunity Data

SYSTEM LOCATION:

National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

NSA/CSS civilian personnel and personnel under contract.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains civilian personal data and Agency organizational data to include job title, grade, date of birth, training, date of last promotion, educational attainments, social security number, time of service, personnel codes, organization assignment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Public Law 92-261, Public Law 93-259, Public Law 86-36, Executive Order 11478, Chapter 713 of the Federal Personnel Manual.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purpose of this file is to ensure compliance with cited authorities with respect to equal employment opportunities. Users of the file are those staff, line, contract and field officers and employees specifically authorized by law, regulation, delegation of responsibility, and grant of access by the NSA Equal Employment Opportunity Director. The file is used to compile those studies, research, statistics and reports necessary to insure compliance with cited authorities. Reports, summaries and statistics may be made available to the Department of Defense, Office of Equal Employment Opportunity, Congress, Office of Personnel Management, Department of Justice and judicial branch elements as required by cited authorities, requested pursuant to those authorities or ordered by specific judicial branch order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape, disk or other computer storage media, computer listings, paper in file folders.

RETRIEVABILITY:

By name, social security number, and specific subject matter data elements.

SAFEGUARDS:

For paper, computer printouts and microfilm - Secure limited access facilities, within those facilities secure

limited access rooms and within those rooms lockable containers. Access to information is limited to those individuals specifically authorized and granted access by EEO Director. For machine records stored on magnetic tape, disk or other computer storage media within the computer processing area-additional secure limited access facilities, specific processing requests from authorized persons only, specific authority to access stored records and delivery to authorized persons only. Where data elements are derived from the Personnel System, remote terminal inhibitions are in force with respect to access to complete file or data relating to persons not assigned to requesting organization using a remote terminal. Remote terminals are secure, are available to authorized persons only, and certain password and other identifying information available to authorized users only is required. Terminals are not available outside of headquarters area locations.

RETENTION AND DISPOSAL:

File is routinely updated and old data disposed of as required. Individual data is subject to retention and disposal requirements specified for records contained in the Personnel System.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Equal Employment Opportunity, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

NOTIFICATION PROCEDURE:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

RECORD ACCESS PROCEDURES:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade,Md. 20755.

CONTESTING RECORD PROCEDURES:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

RECORD SOURCE CATEGORIES:

Individuals themselves, organizational elements, personnel file, and other sources as appropriate and required.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Individual records and data elements in this file may be exempt pursuant to 5 U.S.C., section 552a (k) (1), (k) (2), and (k) (4). For additional information see agency rules contained in 32 CFR Part 299a.

GNSA06

SYSTEM NAME:

NSA/CSS Health, Medical and Safety Files

SYSTEM LOCATION:

Primary System - National Security Agency/Central Security Service, Fort George G. Meade, Md. 20755.

Decentralized Segments - Each staff, line, contract and field element as appropriate.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

NSA/CSS civilian employees, military assignees, applicants, retirees, building concessionaires, assigned GSA employees, certain contract employees, visitors requiring emergency treatment, in certain cases members of employees' families with prior approval of the employee, blood donors, designated Health and Safety Officers.

CATEGORIES OF RECORDS IN THE SYSTEM:

File may consist of completed medical questionnaires, results of physical examinations and laboratory tests, records of medical treatment and services, x-rays, notices of injury, forms and correspondence including exchanges with Department of Labor related to injury and subsequent claims, correspondence with personal physician, NSA/CSS Medical Center reports, safety reports, absence and attendance records, medical evaluations, fitness for duty reports, 'Log of Federal Occupational Injuries and Illnesses,' results of psychological assessment testing and interviews, psychiatric examination results and related reports, forms and notes, lists of blood donors.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Public Law 86-36, and Federal Employees Compensation Act of September 7, 1916, as amended, 5 U.S.C. and Office of Personnel Management implementation thereof as contained in Federal Personnel Manual. In addition, the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, as amended (42 U.S.C. section 4582) and subchapter A of Chapter I, 42, CFR, Executive Order 11807; Executive Order 9397, 29 CFR 1960 and Department of Defense Instruction 1000.19.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To determine fitness for hiring, continued employment or assignment and reassignment; to process accident and compensation claims; correct hazardous conditions; determine eligibility for disability retirement; record names of blood donors. When required, specific information from these files may be made available to the Department of Labor in those cases involving compensation claims and, with the permission of the individual, to other medical personnel or the American Red Cross for additional examination, treatment, counseling or other medical purpose; Freedom of Information and Privacy Act authorities as appropriate; and to other governmental entities as required and appropriate. Alcohol abuse patient records used in accordance with cited statute and regulations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, magnetic tape, disk or other computer storage media, computer listings.

RETRIEVABILITY:

By name, social security number and specific subject matter data elements.

SAFEGUARDS:

Secure, limited access facilities and within these facilities lockable containers. Records are accessible only to authorized personnel. For machine records stored on magnetic tape, disk or other computer storage within the computer processing area-additional secure limited access facilities, specific processing requests from authorized persons only, specific authority to access stored records and delivery to authorized persons only. Remote terminals are secured, are available to authorized person only, and certain password and other identifying information available to authorized users only is required. Terminals are not available outside of specific security offices at headquarters area locations.

RETENTION AND DISPOSAL:

Medical files and records on traumatic injury and occupational disease are transferred to official personnel folder upon separation; traumatic injury and occupational

disease correspondence on civilian employees and retirees is retained indefinitely. Applicant medical files are retained for no more than one year or until date designated to individual; files on military assignees are forwarded to parent service upon reassignment from NSA/CSS; all other medical case files are destroyed upon termination of association with NSA/CSS. Psychological files on applicants are retained for no more than one year or until date designated to individual; all other files are retained for four years after end of individual's association with NSA/CSS. Decentralized segments are either transferred with employee or assignee, or retained for a period after separation as appropriate but not to exceed three years and are then destroyed. Alcohol abuse patient records retained and disposed of pursuant to cited statute and regulations.

SYSTEM MANAGER(S) AND ADDRESS:

Director, NSA.

NOTIFICATION PROCEDURE:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Fort George G. Meade, Md. 20755.

RECORD ACCESS PROCEDURES:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

CONTESTING RECORD PROCEDURES:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

RECORD SOURCE CATEGORIES:

Applicants, employees, assignees, official personnel folders, NSA Safety Officers and records, witnesses to accidents and injuries, medical and administrative personnel, blood donor personnel, members of employee's family with employee's permission and other sources as appropriate and required.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Individual records in this file may be exempt pursuant to 5 U.S.C., section 552a (k) (1), (k) (4), (k) (5) and (k) (6) and may also be subject to certain special access procedures established pursuant to 5 U.S.C., section 552a, subsection (f) (3). For additional information, see agency rules contained in 32 CFR Part 299a.

GNSA07

SYSTEM NAME:

NSA/CSS Motor Vehicles and Carpools

SYSTEM LOCATION:

Primary System - National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Decentralized Segments - Each non-headquarters facility and field element as appropriate and required.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

NSA/CSS civilian employees, military assignees, other governmental employees or personnel under contract granted extended temporary or permanent access to an NSA/CSS facility.

CATEGORIES OF RECORDS IN THE SYSTEM:

File may consist of machine-readable or regular paper cards, carpool or other transportation survey results, annotated machine listings, post motor vehicle violation reports, stolen vehicle reports, or other forms and correspondence related to parking privileges, transportation needs, local (parking lot) parking enforcement procedures, vehicle abuse and other related matters as appropriate and required.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

40 U.S.C., section 318a-b; 50 U.S.C. section 797; Title 4 CFR Part 232, Appendix B; and Title 41 CFR Part 101-20.111 et seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of this file is to provide data necessary to enforce parking lot regulations, to assist employees with respect to vehicle abuse and stolen vehicles, provide carpool assistance, assure availability of adequate transportation and parking facilities and other related matters. The uses of the file are to verify vehicle ownership, determine allocation of parking privileges, ensure the maintenance of adequate and safe parking areas, develop statistics with respect to parking and transportation requirements, encourage formation of carpools or other multiple-user transportation arrangements, provide a directory of potential participants in carpools or other multiple-user transportation arrangements and other related uses as appropriate and required. The users of the file are those authorized line, staff, contract and field element officers and employees; any employee, assignee or other individual working at an NSA/CSS facility interested in forming or joining a carpool or other multiple-user transportation arrangement; local civil and military law enforcement personnel as required and appropriate. Statistical data or selected individual data limited to name, address and telephone number may be made available to commercial or private transportation entities where the individuals have indicated a desire to use or join a multiple-user transportation arrangement, supervisory and other reviewing authorities in cases of parking privilege abuses, and other related users as required and appropriate.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, machine-readable and other cards in appropriate containers, magnetic tape, disk or appropriate containers, magnetic tape, disk or other computer storage media, computer listings.

RETRIEVABILITY:

By name, motor vehicle identifier.

SAFEGUARDS:

For paper, cards and computer listings - Secure limited access facilities, within those facilities secure limited access rooms and within those rooms lockable containers as appropriate. Access is limited to authorized users. For machine records stored on magnetic tape, disk or other computer storage media within the computer processing area-additional secure limited access facilities, specific processing requests accepted from authorized persons only, specific authority to access stored records and delivery granted to authorized persons only.

RETENTION AND DISPOSAL:

File is routinely updated and old data disposed of as required. Individual data is subject to retention and disposal requirements specified for records contained in the Personnel System.

SYSTEM MANAGER(S) AND ADDRESS:

Director, NSA.

NOTIFICATION PROCEDURE:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy,

National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

RECORD ACCESS PROCEDURES:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

CONTESTING RECORD PROCEDURES:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G.Meade, Md. 20755.

RECORD SOURCE CATEGORIES:

Data provided by individuals, authorities in charge of parking facilities, local civil and military law enforcement entities and other related sources as appropriate and required.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Individual records and data elements in this file may be exempt pursuant to 5 U.S.C., section 552a (k) (1). For additional information see agency rules contained in 32 CFR Part 299a.

GNSA08

SYSTEM NAME:

NSA/CSS Payroll and Claims

SYSTEM LOCATION:

Primary System - National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Decentralized Segments - Each staff, line, contract and field element as appropriate.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

NSA/CSS civilian employees and applicants, military assignees, contractors, reemployed annuitants, personnel under contract.

CATEGORIES OF RECORDS IN THE SYSTEM:

File may consist of records on time and attendance; overtime; shift and holiday work; absent without leave reports; payroll deductions, allotments and allowances; requests for leave; payments for travel performed in connection with permanent change of station, temporary duty, invitations, interviews, pre-employment interviews and initial entry on duty. Also included are Pay Adjustment Authorizations (DD Form 139) and Case Collection Vouchers (DD Form 1131) and, in connection with pay claims, waivers, requests for waivers, documents, correspondence, background data, recommendations and decisions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Public Law 86-36; 31 U.S.C., section 66a, 951-53; 50 U.S.C. App. section 2160; Titles 5 and 37 of the U.S.C.; Titles 2, 4, 5, and 6 GAO Manual.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To maintain effective control over and accountability for all funds; to provide accounting data to support the NSA/CSS budget request and control the execution of the budget; provide financial information required by the Office of Management and Budget; provide financial information for NSA/CSS management purposes; provide for the input of permanent change data and the output of such data as leave without pay, reconciliation of files, periodic step increases, mass pay changes and changes in leave categories; investigate, review, discuss and recommend and implement decisions on pay claims waivers. When required, specific information from this file may be made available to other governmental entities in connection with Social Security deductions, unemployment compensation claims, job-related injury and death benefits, tax audit and collections, and other related claims or actions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; file cards; computer paper printouts; machine-readable cards; computer magnetic tapes, disks and other computer storage media.

RETRIEVABILITY:

By name, social security number.

SAFEGUARDS:

For paper, computer printouts and microfilm - Secure limited access facilities, within those facilities secure limited access rooms and within those rooms lockable containers. Access to information is limited to authorized individuals. For machine records stored on magnetic tape, disk or other computer storage media within the computer processing area-additional secure limited access facilities, specific processing requests from authorized persons only, specific authority to access stored records and delivery to authorized persons only. Remote terminals are secured, are available to authorized persons only, and certain password and other identifying information available to authorized users only is required. Terminals are not available outside of headquarters area locations.

RETENTION AND DISPOSAL:

Records are reviewed annually and retired or destroyed as appropriate. Permanent records are retired to the St. Louis Federal Records Center after completion of audit. Computer records are purged and updated consistent with these retention policies.

SYSTEM MANAGER(S) AND ADDRESS:

Director, NSA.

NOTIFICATION PROCEDURE:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

RECORD ACCESS PROCEDURES:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

CONTESTING RECORD PROCEDURES:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

RECORD SOURCE CATEGORIES:

Forms, cards, requests and other documentation submitted by individuals, supervisors, claims officers, Personnel File data, Time, Attendance and Access File data, and other sources as appropriate and required.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Individual records in this file may be exempt pursuant to 5 U.S.C., section 552a (k) (1) and (k) (2). For additional information see agency rules contained in 32 CFR Part 299a.

GNSA09

SYSTEM NAME:

NSA/CSS Personnel File

SYSTEM LOCATION:

Primary System - National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Decentralized Segments - Each staff, line, contract and field element and

supervisor as authorized and appropriate.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees, personnel under contract, military assignees, dependents of NSA/CSS personnel assigned to field elements, individuals integrated into the cryptologic career development program, custodial and commercial services personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains personnel papers and forms including but not limited to applications, transcripts, correspondence, notices of personnel action, performance appraisals, personnel summaries, professionalization documentation and correspondence, training forms, temporary duty, letters of reprimand, employee record card, special assignment documentation, letters of commendation, promotion documentation, field assignment preference, requests for transfers, permanent change of station, passport, transportation, official orders, awards, suggestions, pictures, complaints, separation, retirement, time utilization, scholarship/fellowship or other school appointments, military service, reserve status, military check in/out sheets, military orders, security appraisal, career battery and other test results, language capability, military personnel utilization survey, work experience, notes and memoranda on individual aspects of performance, productivity and suitability, information on individual eligibility to serve on various boards and committees, emergency loan records, other information relevant to personnel management, housing information where required.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Public Law 86-36, 5 U.S.C. and certain implementing Office of Personnel Management regulations in the Federal Personnel Manual; 10 U.S.C., section 1124; 44 U.S.C., section 3101; 34 CFR 232, Appendix B; 41 CFR 101-20.111 and Executive Order 11222.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of this file is to support the personnel management program; personnel training and career development; personnel planning, staffing and counseling; administration and personnel supervision; workforce study and analysis; manpower requirements studies; emergency loan program; and training curricula planning and research. The uses of the file are to implement the purposes cited and provide management at all levels with the documentation and tools necessary for effective personnel management and supervision. Information may also be used to verify present or former NSA/CSS employment to gaining employers or to financial institutions when individual has applied for credit. The users are those staff, line, contract and field officers, employees, and assignees authorized to maintain or have access to personnel data or some decentralized segment thereof. In addition, officers and employees of elements engaged in security and training, Freedom of Information or Privacy Act actions, Inspector General, General Counsel, Equal Employment Opportunity, audit or review, medical and psychological or other appropriate functions may be authorized access as required in the performance of their duties. Individual files or portions thereof may be made available to hearing examiners, the judicial branch, the Office of Personnel Management, the Department of Defense or other gaining government organization as required and appropriate.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, file cards, machine-readable cards, computer printouts, computer magnetic tapes, disks and other computer storage media, and microfilm.

RETRIEVABILITY:

By name, social security number and other items of relevant information.

SAFEGUARDS:

For paper, computer printouts and microfilm - Secure limited access facilities, within those facilities secure limited access rooms and within those rooms lockable containers. Access to information is limited to those individuals authorized and responsible for personnel management or supervision. For records stored on magnetic tape, disk or other computer storage media within the computer processing area-additional secure limited access facilities, specific processing requests accepted from authorized persons only, specific authority to access stored records and delivery granted to authorized persons only. Where data elements are derived from the Personnel File, remote terminal inhibitions are in force with respect to access to complete file or data relating to persons not assigned to requesting organization using a remote terminal. Remote terminals are secured, are available to authorized persons only, and certain password and other identifying information available to authorized users only is required.

RETENTION AND DISPOSAL:

Primary System - Those forms, notices, reports and memoranda considered to be of permanent value or required by law or regulation to be preserved are retained for the period of employment or assignment and then forwarded to the gaining organization or retained indefinitely. If the action is separation or retirement, these items are forwarded to the Office of Personnel Management or retired to the Federal Records Center at St. Louis as appropriate. Those items considered to be relevant for a temporary period only are retained for that period and either transferred with the employee or assignee or destroyed either when they are no longer relevant or at time of separation or retirement. Computerized portion is purged and updated as appropriate. Personnel summary, training, testing and past activity segments retained permanently. All other portions deleted at end of tenure.

Decentralized System - Files are transferred to gaining organization or destroyed upon separation as appropriate. Computer listings of personnel assigned to an organization are destroyed upon receipt of updated listings.

SYSTEM MANAGER(S) AND ADDRESS:

Director, NSA.

NOTIFICATION PROCEDURE:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

RECORD ACCESS PROCEDURES:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

CONTESTING RECORD PROCEDURES:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

RECORD SOURCE CATEGORIES:

Forms used to collect and process individual for employment, access or assignment, forms and memoranda used to request personnel actions, training awards, professionalization, transfers, promotion, organization and supervisor reports and requests, educational institutions, references, Office of Personnel Management and other governmental entities as appropriate, and other sources as appropriate and required.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Individual records in this file may be exempt pursuant to 5 U.S.C., section 552a (k) (1), (k) (4), (k) (5), and (k) (6). For additional information see agency rules contained in 32 CFR Part 299a.

GNSA10

SYSTEM NAME:

NSA/CSS Personnel Security File

SYSTEM LOCATION:

Primary System - National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Decentralized Segments - Each staff, line, contract and field element as appropriate.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants for employment with NSA/CSS; civilian employees; personnel under contract; military assignees; members of advisory groups; consultants; experts; other military personnel; federal employees; employees of contractors, and employees of services and other individuals who require access to NSA/CSS facilities or information.

CATEGORIES OF RECORDS IN THE SYSTEM:

File Folder - Photograph, fingerprint data, statement of personal history, agreements with respect to specific security processing procedures, security processing forms and records, investigative reports, incident and complaint reports, unsolicited information when relevant, reports by domestic law enforcement agencies when relevant, clearance data, access authorization, foreign travel data, security secrecy agreements, separation and retirement data and other information as required and relevant. Computer File - contains data elements representing a summary and index of the file folder data to include personal identifying data, relevant security processing data, clearance and access data, separation and retirement data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Public Law 88-290; Public Law 86-36; 18 U.S.C., section 798; 50 U.S.C., section 403 (d)(3); Executive Orders 10450, 10865 and 12065.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purpose of this file is to insure compliance with cited authorities. Users of this file and its segments are limited to properly authorized staff, line, contract and field element officers, employees or assignees. The file is used to carry out the purpose cited and in determinations with respect to employment, access, assignment and reassignment, assignment to a board of appraisal or management promotion, foreign official and unofficial travel, and other personnel actions where security represents a relevant and valid element of the determination. In addition, files or portions thereof may be made available to the Defense Investigative Service, military investigative services, other appropriate entities, Department of Justice, governmental elements involved in National Agency checks, members and staff of the Defense Investigative Review Council as appropriate with their inspection authorities, Department of Defense General Counsel and Director of Central Intelligence and his General Counsel in the event of litigation or anticipated litigation with respect to unauthorized disclosures of classified intelligence or intelligence sources and methods and related court actions, other government agencies and private contractors requiring clearance status information and authorized to receive same, judicial branch elements pursuant to specific court orders or with respect to litigation, elements of the Department of Defense involved in administration of the Industrial Security Program, the Office of Personnel Management as required, and public law enforcement authorities when a specific breach of criminal statutes is involved. In addition, other government agencies or private contractors may be informed of information developed by NSA which bears on an assignee's or affiliate's status at the NSA with respect to security considerations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

A Magnetic tape, disk or other computer storage media, computer paper printouts, paper in file folders, microfilm.

RETRIEVABILITY:

By name or unique number assigned individual.

SAFEGUARDS:

For paper, computer printouts and microfilm - Secure limited access facilities, within those facilities secure limited access rooms and within those rooms lockable containers. Access to information is limited to authorized individuals. For machine records stored on magnetic tape, disk or other computer storage media within the computer processing area-additional secure limited access facilities, specific processing requests accepted from authorized persons only, specific authority to access stored records and delivery granted to authorized persons only. Remote terminals are secured, are available to authorized persons only, and certain password and other identifying information available to authorized users only is required. Terminals are not available outside of specific security offices at headquarters area locations.

RETENTION AND DISPOSAL:

Files on individuals assigned, employed, or granted access to NSA/CSS information or facilities - retained for a minimum of 30 years after last security action reflected in the file, then destroyed. Files initiated on individuals requesting employment, assignment or access but never completed due to non-employment, non-assignment or withdrawal or denial of grant of access are destroyed within one year. Computer records are purged and updated consistent with these retention policies.

SYSTEM MANAGER(S) AND ADDRESS:

Director, NSA.

NOTIFICATION PROCEDURE:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

RECORD ACCESS PROCEDURES:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

CONTESTING RECORD PROCEDURES:

The NSA/CSS rules for contesting contents and appealing initial

determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

RECORD SOURCE CATEGORIES:

Data provided by individual during employment and security processing; data provided by investigative service processing individual's background; data provided by references, educational institutions and other sources named by individual or developed during background investigation; unsolicited data from any source where relevant; data provided by the Office of Personnel Management and other agencies, departments, and governmental elements involved in the conduct of National Agency checks; the Federal Bureau of Investigation; data developed by appropriate governmental elements in the course of a national security investigation or investigation into alleged violations of criminal statutes related to unauthorized disclosures of intelligence or protection of intelligence sources and methods; documents furnished by agency element sponsoring individual for access to specific classified information.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Individual records in this file may be exempt pursuant to 5 U.S.C., section 552a (k) (1), (k) (2) and (k) (5). For additional information see agency rules contained in 32 CFR 299a.

GNSA11

SYSTEM NAME:

NSA/CSS Time, Attendance and Absence

SYSTEM LOCATION:

Primary System - National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Decentralized Segments - Each staff, line, contract, and field element as authorized and appropriate.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

NSA/CSS civilian employees, personnel under contract and military assignees.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains request forms, time cards, authorization forms, notifications, locator cards and other correspondence or revisions thereof related to actions concerning time, attendance, absence, annual leave, sick leave, leave without pay, advance leave, administrative leave, exemplary use of leave, unauthorized leave and absences and other related matters.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Public Law 86-36; Public Law 88-290, section 113 of the Budget and Accounting Procedures Act of 1950, as amended; 31 U.S.C., section 66a.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of these files is to provide a means of accounting for all time, attendances and absences of NSA/CSS civilian employees, contract employees and military assignees. The users of these files are those staff, line, contract and field officers, employees, and assignees authorized to account for or investigate employee time, attendance and absence. The files may be used to make performance, payroll, personnel and security determinations. Where required, specific information from these files may be made available to appropriate investigatory authorities engaged in national security or criminal investigations, hearing examiners and other authorized individuals with respect to grievances or adverse actions, and to those agencies identified in the NSA/CSS System of Records named 'Payroll and Claims' as necessary to document payroll actions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, file cards, machine-readable cards, computer printouts, computer magnetic tapes, disks and other computer storage media, and microfilm.

RETRIEVABILITY:

May be retrieved by name and in some cases social security number.

SAFEGUARDS:

For paper, cards, printouts and microfilm - Secure limited-access facilities, within those facilities secure limited access rooms and within those rooms lockable containers as appropriate. Access by authorized individuals only. Current time cards are not secured with respect to individual employees within immediate working element. For machine-readable cards, computer magnetic tapes and disks and other computer storage media within the computer processing area additional secure limited-access facilities, specific processing requests from authorized persons only, specific authority to access stored cards, tapes or disk files.

RETENTION AND DISPOSAL:

Primary System - Records are reviewed annually and retired or destroyed as appropriate. Permanent records are retired to the St. Louis Federal Records Center after completion of audit. Computer records are purged and updated consistent with these retention policies.

Decentralized Segments - Records are temporary, are retained for the period the individual is assigned to an element, or disposed of as appropriate. Time cards and other appropriate forms for pay and leave purposes are forwarded each pay period to the payroll office.

SYSTEM MANAGER(S) AND ADDRESS:

Director, NSA.

NOTIFICATION PROCEDURE:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

RECORD ACCESS PROCEDURES:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade,Md. 20755.

CONTESTING RECORD PROCEDURES:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

RECORD SOURCE CATEGORIES:

Time cards, request forms and related correspondence from individual employees and assignees, authorizations and notifications from authorizing officers, correspondence from supervisory personnel and investigating officers with respect to abuses of leave and attendance or unauthorized leave and absences, other records or reports related to either exemplary use of leave or abusive use of leave, and other sources as appropriate and required.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Individual records in this file may be exempt pursuant to 5 U.S.C., section 552a (k) (1). For additional information see agency rules contained in 32 CFR Part 299a.

GNSA12

SYSTEM NAME:

NSA/CSS Training

SYSTEM LOCATION:

Primary System-National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Decentralized Segments-Each staff, line, contract and field element as authorized and appropriate.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

NSA/CSS employees, personnel under contract, military assignees and other government employees, designees and military personnel as required and appropriate who attend courses or receive training by or under NSA/CSS sponsorship.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains forms, correspondence, memoranda, student and instructor surveys, requests and other information related to testing and training; tests and test results; test grades, course grades and other student and instructor evaluations; course and class rosters, rosters of individuals by specialty; attendance and time utilization reports for students and instructors; biographical sketches where required and appropriate; course and training histories; other course research and evaluation data; student disciplinary actions and complaints; waiver requests and responses; selected personal data including education level and scholastic achievements; course and training cost data where appropriate; reimbursement and service agreements where appropriate; and other records related to civilian and military training as required and appropriate.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., Chapter 41, Executive Order 11348, Office of Personnel Management implementing directives as contained in the Federal Personnel Manual, Public Law 86-36.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of this file is to provide documentation concerning military cryptolinguist resources and individual training, develop training requirements, refine training methods and techniques, provide individual career and training counseling. The users of this file are those staff, line, contract and field officers, employees and assignees as authorized and appropriate. In addition, portions of these files are incorporated in the Personnel File, are made available to management and supervisory personnel and to other governmental entities as required and appropriate. The file is used to carry out the purposes cited above, perform certain statistical analyses related to training and reports concerning training, and may be used to assist in the evaluation of an individual's performance, readiness for promotion, potential for career development, assignments requiring special qualifications, and other actions as appropriate.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, card files, binders, computer punch cards, computer listings, computer magnetic tapes, disks and other computer storage media, microfilm.

RETRIEVABILITY:

By name or social security number.

SAFEGUARDS:

For paper, computer printouts and microfilm - Secure limited access facilities, within those facilities secure limited access rooms and within those rooms lockable containers as appropriate. Access to information is limited to authorized individuals only. For machine records stored on magnetic tape, disk or other computer storage media within the computer processing area-additional secure limited access facilities, specific processing requests accepted from authorized persons only, specific authority to access stored records and delivery granted to authorized persons only. Where data elements are derived from the Personnel System, remote terminal inhibitions are in force with respect to access to complete file or data relating to persons not assigned to requesting organization using a remote terminal. Remote terminals are secured, available to authorized persons only, and certain password and other identifying information available to authorized users only is required. Terminals are not available outside of headquarters area locations.

RETENTION AND DISPOSAL:

Primary System - Records are reviewed annually and retained or destroyed as appropriate. Copies of items of significance with respect to the individual are included in the Personnel File and retention is in accordance with the retention policies for that system. Items used as the basis of statistical studies or other research efforts may be retained indefinitely. Computer listings and records are purged and updated as required and appropriate. Decentralized System - Records are reviewed annually and retained or destroyed as appropriate. Individual's file may be transferred to gaining organization if appropriate. Computer listings and records are purged and updated as required and appropriate.

SYSTEM MANAGER(S) AND ADDRESS:

Director, NSA.

NOTIFICATION PROCEDURE:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

RECORD ACCESS PROCEDURES:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

CONTESTING RECORD PROCEDURES:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

RECORD SOURCE CATEGORIES:

Individual, supervisors, training counselors, instructors and other training personnel; other governmental entities nominating individuals for training; other training and educational institutions; Personnel File, and other sources as required and appropriate.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Individual records in this file may be exempt pursuant to 5 U.S.C., section 552a (k) (1), (k) (5) and (k) (6). For additional information see agency rules contained in 32 CFR 299a.

GNSA13

SYSTEM NAME:

NSA/CSS Archival Records

SYSTEM LOCATION:

Primary System-National Security Agency/Central Security Service, FT. George G. Meade, Md. 20755.

Decentralized Segments-Each staff, line, contract and field element as authorized and appropriate.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have contributed to the cryptologic archives and individuals who are significant to the history of signals intelligence.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records include organizational files, correspondence, tape recorded interviews, forms, documents, reports, films, magnetic tapes, microfiche and other related items of cryptologic archival interest, most of which are 20 or more years old and have been adjudged to be permanent U.S. Government records not yet declassified.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Public Law 90-260, Public Law 81-754, Public Law 86-36, 5 U.S.C. section 552, Executive Order 12065 and Executive Order 12036.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To enable the historian to locate source materials; to permit systematic review of classified records; to facilitate access to retired records; and to provide a source from which response to public queries for NSA/CSS records can be more expeditiously handled and, if possible, declassified.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Hard copy, microforms, magnetic tape, magnetic disk and pictures.

RETRIEVABILITY:

Generally by subject matter as to that material furnished by an individual or about an individual significant to the history of cryptology, by name, or other unique identifier significant to the subject matter and the individual.

SAFEGUARDS:

Secure limited access facilities and within those facilities containers appropriate to the level of classification of particular records.

RETENTION AND DISPOSAL:

Records are permanent, are reviewed periodically for declassification, and copies of records declassified are transferred to the National Archives and Records Service of the General Services Administration.

SYSTEM MANAGER(S) AND ADDRESS:

Director, NSA.

NOTIFICATION PROCEDURE:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

RECORD ACCESS PROCEDURES:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

CONTESTING RECORD PROCEDURES:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

4 Individual contributors and operational administrative files; other sources as appropriate.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C., section 552a (k) (1) and (k) (4). For additional information, see agency rules contained in 32 CFR Part 299a.

DEFENSE NUCLEAR AGENCY

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required, to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below, only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE - LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and

criminal investigations of the Component requesting the record.

ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom, maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

HDNA 002

SYSTEM NAME:

DNA002 Employee Relations

SYSTEM LOCATION:

Civilian Personnel Office, Defense Nuclear Agency, Washington, D. C., 20305, Routing Symbol: PACV. Also at the following subordinate commands: Civilian Personnel Office, Bldg 2023A, Kirtland AFB, New Mexico, 87115; and Civilian Personnel Office, Armed Forces Radiobiology Research Institute, Bethesda, Maryland, 20014, Bldg 42, located on the grounds of the National Naval Medical Center.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees paid from appropriated funds serving under career, career-conditional, temporary and excepted service appointments on whom discipline, grievances, and complaints records exist.

Discrimination complaints of civilian employees, paid from appropriated and non-appropriated funds, applicants for employment and former employees in appropriated and non-appropriated positions. Management Operation Record system consisting of manual file maintained by immediate supervisors and high level managers concerning employee performance, capability, informal discipline, attendance, leave and tardiness, work assignments, and similar work related employee records.

CATEGORIES OF RECORDS IN THE SYSTEM:

Manual files, maintained in paper folders, contain copies of documents and information pertaining to discipline, grievances, complaints, and appeals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 9830, Amending the Civil Service Rules and Providing for Federal Personnel Administration; 4 USC 1302, 3301, 3302; Executive Order 10577, Amending the Civil Service Rules and Authorizing a New Appointment System for the Competitive System. PL 92-261, The Equal Employment Opportunity Act of 1972; PL 93-259, Extension of Age Discrimination in Employment Act of 1967; 5 USC 7512; Executive Order 11491, Labor-Management Relations in the Federal Service.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials of the Defense Nuclear Agency in the performance of their official duties related to the management of civilian employees in the processing, administration, and adjudication of discipline, grievances, complaints, appeals, litigation, and program evaluation.

Representatives of the United States Civil Service Commission on matters relating to the inspection, survey, audit or evaluation of civilian personnel management programs or personnel actions, or such other matters under the jurisdiction of the Commission. Appeals officers and complaints examiners of the Federal Employee Appeals Authority for the purpose of conducting hearings in connection with employees' appeals from adverse actions and formal discrimination complaints. The Comptroller General or any of his authorized repre- sentatives, in the course of the performance of duties of the General Accounting Office relating to the civilian manpower management programs. The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies. The Senate or the House of Representatives of the United States or any member, committee

or subcommittee of joint committees on matters within their jurisdiction relating to the above programs.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in paper folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in locked security containers accessible only to personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are destroyed upon separation of the employee from the agency or in accordance with appropriate record disposal schedule.

SYSTEM MANAGER(S) AND ADDRESS:

Civilian Personnel Officer, Defense Nuclear Agency, Washington, D. C., 20305, for Headquarters, Defense Nuclear Agency; Chief, Civilian Personnel, Armed Forces Radiobiology Research Institute, Bethesda, Maryland, 20014, for Armed Forces Radiobiology Research Institute; Civilian Personnel Officer, Kirtland AFB, New Mexico, 87115, for Field Command, Defense Nuclear Agency.

NOTIFICATION PROCEDURE:

Information may be obtained from: Civilian Personnel Officer, Defense Nuclear Agency, Washington, D. C., 20305, Telephone: Area Code 202-325-7592 for Headquarters, Defense Nuclear Agency; Chief, Civilian Personnel, Armed Forces Radiobiology Research Institute, Bethesda, Maryland, 20014, Telephone: Area Code 301-295-1047, for Armed Forces Radiobiology Research Institute; or Civilian Personnel Officer, Bldg 2023A, Kirtland AFB, New Mexico, 87115, Telephone: Area Code 505-264-9253, for Field Command, Defense Nuclear Agency. The letter should contain the full name and signature of the requester and the approximate period of time, by date, during which the case record was developed.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to same address as stated in the notification section above.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Supervisors or other appointed officials designated for this purpose.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

HDNA 003

SYSTEM NAME:

Labor Management Relations Records Systems

SYSTEM LOCATION:

Civilian Personnel Office, Defense Nuclear Agency, Washington, D. C., 20305, Routing Symbol: PACV. Also at the following subordinate commands: Civilian Personnel Office, Bldg 2023A, Kirtland AFB, New Mexico, 87115; and Civilian Personnel Office, Armed Forces Radiobiology Research Institute, Bethesda, Maryland, 20014, Bldg 42, located on the grounds of the National Naval Medical Center.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees paid from appropriated and non-appropriated funds, who are involved in a grievance which has been referred to an arbitrator for resolution; union officials, union stewards; and representatives.

CATEGORIES OF RECORDS IN THE SYSTEM:

Manual files, maintained in paper folders, filed by type of case and case number (not individual). Folder contains all information pertaining to a specific arbitration case of specific Unfair Labor Practice with whom Defense Nuclear Agency has dealings; subordinate elements maintain manual roster of local union officials and union stewards.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 11491, as amended, 'Labor-Management Relations in the Federal Service.'

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Defense Nuclear Agency in the performance of their official duties related to the Labor-Management Relations Program, e.g., administration/implementation of arbitration awards, interpretation of the Executive Order through 3rd party case decisions; national consultation and other dealings with the recognized unions; Representatives of the U. S. Civil Service Commission on matters relating to the inspection, survey, audit, or evaluation of Civilian Personnel Management Programs; the Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office relating to the Labor Management Relations Program; Officials and employees of other components of the Department of Defense in the performance of their official duties related to the administration of the Labor-Management Relations Program; a duly appointed hearing examiner or arbitrator for the purpose of conducting a hearing in connection with an employee's grievance.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual records are stored in paper folders.

RETRIEVABILITY:

Manual records are retrieved by case subject, case number, and/or individual employee names.

SAFEGUARDS:

All manual files are accessible only to authorized personnel having a need to know.

RETENTION AND DISPOSAL:

Case files are permanently maintained. Union official rosters are normally destroyed after a new roster has been established.

SYSTEM MANAGER(S) AND ADDRESS:

Civilian Personnel Officer, Defense Nuclear Agency, Washington, D. C., 20305, for Headquarters, Defense Nuclear Agency; Chief, Civilian Personnel, Armed Forces Radiobiology Research Institute, Bethesda, Maryland, 20014, for Armed Forces Radiobiology Research Institute; Civilian Personnel Officer, Kirtland AFB, New Mexico, 87115, for Field Command, Defense Nuclear Agency.

NOTIFICATION PROCEDURE:

Information may be obtained from: Civilian Personnel Officer, Defense Nuclear Agency, Washington, D. C., 20305, Telephone: Area Code 202-325-7592 for Headquarters, Defense Nuclear Agency; Chief, Civilian Personnel, Armed Forces Radiobiology Research Institute, Bethesda, Maryland, 20014, Telephone: Area Code 301-295-1047, for Armed Forces Radiobiology Research Institute; or Civilian Personnel Officer,

Bldg 2023A, Kirtland AFB, New Mexico, 87115, Telephone: Area Code 505-264-9253, for Field Command, Defense Nuclear Agency. The letter should contain the full name and signature of the requester and the approximate period of time, by date, during which the case record was developed.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to same address as stated in the notification section above.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Civilian personnel offices; arbitrator's office; union headquarters offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

HDNA 412-14

SYSTEM NAME:

412-14 Biography Files

SYSTEM LOCATION:

Public Affairs Office, Defense Nuclear Agency, Washington, D. C., 20305, Routing Symbol: PAO.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Senior military officers of the Army, Air Force, Navy and Marines who hold positions within the chain of command or heads of major headquarters within the services that may on occasion interface with Defense Nuclear Agency and/or its components. Civilians who are senior officials within the Department of Defense/Government agencies within the chain of command or department heads that may on occasion interface with Defense Nuclear Agency and/or its components.

CATEGORIES OF RECORDS IN THE SYSTEM:

Brief biographical data (sometimes including photographs), obtained on a voluntary basis with data approved by the individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301, 302 Public Law 89-554, 6 September 1966.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To maintain current biographies on key Defense Nuclear Agency personnel for use in routine requests and news releases. To maintain current biographies on key DoD personnel, civilian contractors, or civilians with which the agency or its personnel come in contact in the completion of their mission. Releasable to media, individuals, businesses and any other public or private requester.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

All files are in GSA 4-drawer safes with combination locks. Building is under 24-hour GSA guard system. Records are maintained in office only accessible to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Files are retained in active file until retirement, transfer, separation, or death of the individual concerned or on discontinuance of office at which time they are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Public Affairs Officer, Defense Nuclear Agency, Washington, D. C., 20305.

NOTIFICATION PROCEDURE:

Information may be obtained from Public Affairs Office, Defense Nuclear Agency, Washington, D. C., 20305, telephone 202-325-7091.

RECORD ACCESS PROCEDURES:

Records are open to the public upon demand. Written requests should be addressed to Defense Nuclear Agency, ATTN: Public Affairs Office, Washington, D. C., 20305. Written requests for information should contain the full name of the individual. Visits can be arranged by the Public Affairs Office.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Biographical data voluntarily submitted by individual personally.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

HDNA001

SYSTEM NAME:

Employee Assistance Program Case Record Systems

SYSTEM LOCATION:

Biomedical Effects Office, Occupational Health Unit, Defense Nuclear Agency, Washington, D.C. 20305. Also at the following subordinate commands: Civilian Personnel Office, Bldg. 2023A, Kirtland AFB, New Mexico 87115, and Civilian Personnel Office, Armed Forces Radiobiology Research Institute, Bethesda, Maryland 20014, Bldg. 42, located on the grounds of the National Naval Medical Center.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees in appropriated and non-appropriated fund activities who are referred by management for, or voluntarily request, counseling assistance.

CATEGORIES OF RECORDS IN THE SYSTEM:

Case records on employees which are maintained by counselors, supervisors, and civilian personnel offices and consist of information on condition, current status, and progress of employees or dependents who have alcohol, drug, emotional, or other job performance problems.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Drug Abuse Office and Treatment Act of 1972, as amended by Public Law 93-282 (21 USC 1175); Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, as amended by Public Law 93-282 (42 USC 4582); Subchapter A of Chapter I, Title 42, Code of Federal Regulations; Chapter 43 of Title 5 USC.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by the counselor in the execution of the counseling function as it applies to the individual employee. With specific written authority of the employee selected information may be provided to and used by other counselors or medical personnel research personnel, employers, representatives such as legal counsel, and to other agencies or individuals when disclosure is to the employee's benefit, such as for processing retirement applications.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Case records are stored in paper file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in locked security containers accessible only to personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are purged of identifying information within five years after termination of counseling or destroyed when they are no longer useful.

SYSTEM MANAGER(S) AND ADDRESS:

Occupational Health Nurse, Occupational Health Unit, Biomedical Effects Office, Defense Nuclear Agency, Washington, DC 20305, for Headquarters Defense Nuclear Agency; Chief, Civilian Personnel, Armed Forces Radiobiology Research Institute, Bethesda, Maryland, 20014, for Armed Forces Radiobiology Research Institute; Civilian Personnel Officer, Kirtland AFB, New Mexico 87115, for Field Command, Defense Nuclear Agency.

NOTIFICATION PROCEDURE:

Information may be obtained from: Occupational Health Nurse, Occupational Health Unit, Biomedical Effects Office, Defense Nuclear Agency, Washington, DC 20305, Telephone: Area Code 202 325-7073 for Headquarters, Defense Nuclear Agency; Chief, Civilian Personnel, Armed Forces Radiobiology Research Institute, Bethesda, Maryland 20014, Telephone: Area Code 301 295-1047, for Armed Forces Radiobiology Research Institute; or Civilian Personnel Officer, Bldg. 2023A, Kirtland AFB, New Mexico 87115, Telephone: Area Code 505 264-9253, for Field Command, Defense Nuclear Agency. The letter should contain the full name and signature of the requester and the approximate period of time, by date, during which the case record was developed.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to same address as stated in the notification section above.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Counselors, other officials, individuals or practitioners, and other agencies both in and outside of Government.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

HDNA004

SYSTEM NAME:

Nuclear Weapons Accident Exercise Personnel Radiation Exposure Records System.

SYSTEM LOCATION:

Field Command, Defense Nuclear Agency (FCDNA), Kirtland AFB, NM 87115.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian employees of the Department of Defense, Department of Energy, other government agencies, including state and local, contractor personnel, and visitors from foreign countries, who participate in planned exercises.

CATEGORIES OF RECORDS IN THE SYSTEM:

System contains following information on individuals (not all information is appropriate to all categories of individuals covered by the system and the system also contains data of a nonpersonal nature):

Name; Social Security Account Number; Date of Birth; Service; Grade/Rank; speciality code, job series or profession; experience with radioactive materials such as classification as 'radiation worker', use of film badge or other dosimetric device, respiratory protection equipment training and actual work in anticontamination clothing and respirators; awareness of radiation risks associated with exercise; previous radiation exposure; role in exercise; employer/organization mailing address and telephone; unit responsible for individual's radiation exposure records; time in exercise radiological control area; and external and internal radiation monitoring and/or dosimetry results.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

42 U.S.C. 2013 and 2201 (Atomic Energy Act of 1954) and 10 C.F.R. Parts 10 and 20; 5 U.S.C. 7902 and 84 Stat. 1590 (Occupational Safety and Health Act of 1970) and 29 C.F.R. Subparts 1910.20 and 1910.96; Executive Order 12196, Feb 26, 1980, (Occupational Safety and Health Programs for Federal Employees).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL

Officials and employees of the Defense Nuclear Agency in the performance of their official duties related to determining and evaluating individual and exercise collective radiation doses and in reporting dosimetry results to individuals.

EXTERNAL

Officials and employees of other Department of Defense components, government contractors, other national, state, and local government organizations, and foreign governments in the performance of their official duties related to evaluating and/or reporting and documenting radiation dosimetry data. Officials of government investigatory agencies in the performance of their official duties relating to enforcement of Federal rules and regulations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records are stored on magnetic tapes, discs, computer printouts and/or punched cards. Manual records are stroed in paper file folders, card files and/or paper rosters.

RETRIEVABILITY:

Records are normally retrieved by individual's last name or social security account number; records may also be retrieved by Service, organization/employee, dose results or other input data.

SAFEGUARDS:

The computer facility and terminals are located in restricted areas accessible only to authorized personnel and computer access is password protected. Manual records and computer printouts are available only to authroized persons with an official need to know. Buildings employ security guards and/or intrusion detection systems.

RETENTION AND DISPOSAL:

Computer memory is cleared at the end of each work day. Manual records will be retained permanently.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Field Command, Defense Nuclear Agency, Kirtland AFB, NM 87115, ATTN: Radiological Safety Officer.

NOTIFICATION PROCEDURE:

Information may be obtained from Commander, Field Command, Defense Nuclear Agency, Kirtland AFB, NM 87115. Telephone: area code (505) 844-8487.

RECORD ACCESS PROCEDURES:

Requests for information should be addressed to Commander, Field Command, Defense Nuclear Agency, ATTN: Radiological Safety Officer, Kirtland AFB, NM 87115. Written requests for information should contain the full name, home address, social security account number, and date of birth. For personal visits, the individual must be able to provide identification showing full name, date of birth and social security account number. Current employers may be furnished dosimetry data on employees. Upon request, future employers may be provided dosimetry data; however, the request must inclued signed authorization from the employee to release the information.

CONTESTING RECORD PROCEDURES:

Rules for contesting contents and appealing initial determinations are contained in DNA Instruction 5400.11 (32 CFR Part 291a). Additional information may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information in this system of records is (1) supplied directly by the individual, or (2) derived from information supplied by the individual, or (3) supplied by a contractor or government dosimetry service, or (4) developed by radiation measurements at the exercise site.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

HDNA005

SYSTEM NAME:

MANPOWER/PERSONNEL MANAGEMENT SYSTEM

SYSTEM LOCATION:

Personnel Administraton Directorate
Defense Nuclear Agency
Washington DC 20305
Routing Symbol: OAPA

Also at the following subordinate commands:

Civilian Personnel Office
Bldg 2023A
Kirtland AFB, NM 87115
Civilian Personnel Office
Armed Forces Radiobiology Research Institute
Bethesda Maryland 20014
Bldg 42 located on the grounds of the National Naval Medical Center

Also supervisor maintained files at all three locations

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual, military or civilian, employed by DNA.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains following information on all personnel assigned to DNA: Social Security Number; Agency; Employee Name; Birth Date; Veteran's Preference; Tenure Group; Service Computation Date; Federal Employees Group Life Insurance; Retirement Code; Nature of Action Code; Effective Date of Action; Position Number; Pay Plan; Occupation Code; Functional Classification Code; Grade; Step; Pay Basis; Salary; Supervisory Position; Location Code/Duty Station; Position Occupied; Work Schedule; Pay Rate Determinant; Special Program Identification Code; Sex; Citizen Status; Date Entered Present Grade; Date Entered Present Step; Separation Date; Reason for Separation (Quit Code); Cost Center; Academic Discipline; Career Conditional Appointment Date (Conversion to Career); Education Level; Degree Date; Purpose of Training; Type of Training; Source of Training; Special Interest; Direct Cost; Indirect Cost; Date of Completion; On-Duty Hours; Off Duty Hours; JTD Paragraph Number; JTD Line Number; Competitive Level; Military Service Retirement Date; Uniformed Service; Service Commissioned (military); Service Pay Grade (rank); Agency Sub element Code; Submitting Office Number; Retired Military Code; Bureau; Unit Identification Code; Program Element Code; Civil Function Code; Guard/Reserve Technician; Appropriation Code; Active/ Inactive Strength Designation; Work Center Code; Projected Vacancy Date; Targeted Grade; Position Title; Date of Last Equivalent Increase; Fair Labor Standards Act Designator; Health Benefits Enrollment Code; Type and Date of Incentive Award; Personal Title of Employee; Civil Service or other Legal Authority; Employing Office Name; Date Probationary Period Begins; Performance Rating; Due Date for Future Action; Position Tenure; Leave Category; Average Grade by Command Element; Personnel Authorized; Projected Personnel Requirements; Special Experience Identifiers; Rotational Position Identification; Additional Duties; Office Titles; Manpower Track; Facility; Arm of Service; Branch of Service; Date of Rank; Primary/Alternate Specialty; Control Specialty; Last OER/EER; Basic Pay Entry Date; Basic Active Service Date; Date of Arrival; Projected Date of Departure; Security; Marital Status; Spouse's Name; Dependents; Address (Nr and Street, City, State, Zip Code); Phones (Home and Duty); Handicap Code; Minority Group Designator.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5U.S.C. 301, 302, 4103, Pub. L. 89-554, September 6, 1966.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL

Assigned personnel in the agency will compile and consolidate reports relating to manpower authorizations/assigned strengths and monitor personnel actions and programs as required by management officials within the agency. Users include Headquarters, Field Command and AFRRI personnel.

Officials and employees of the Defense Nuclear Agency in the performance of their official duties related to the management of civilian and military employee programs, including the design, development, maintenance and operation of the manual and automated system of record keeping and reporting; screening and selection of candidates for centrally administered training programs or promotions; administration of grievances, appeals, complaints, or litigation involv ing equal opportunity or disclosure of records. Preparation and publication of personnel rosters to facilitate communications/contact for official, social or emergency purposes.

Officials and employees of other Department of Defense Components upon request in the perfor mance of their official duties related to the screening and selection of candidates for programs sponsored by their organization.

A duly appointed Hearing Examiner or Arbitrator for the purpose of conducting a hearing in connection with an employee's grievance involving disclosure of records or equal opportunity matters. An arbitrator who is given a contract pursuant to a negotiated labor agreement to hear an employee's grievance involving the disclosure of records of the DNA training or employee development records system.

EXTERNAL

Representatives of the Office of Personnel Management/Merit Systems Protection Board on matters relating to the inspection, survey, audit or evaluation of the civilian programs or such other matters under the jurisdiction of the OPM.

The Comptroller General or any of his authorized representatives in the course of performance of duties of the General Accounting Office relating to civilian programs.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies.

Officials and employees of other agencies of the Executive Branch of government upon request in the performance of their official duties related to the screening and selection of candidates for programs sponsored by their organization.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records are stored on magnetic tapes, discs, computer printouts, and on punched cards. Manual records are stored in paper file folders, card file boxes, and paper rosters.

RETRIEVABILITY:

Automated records are retrieved by social security number. Manual Records are retrieved by employee's last name. Handicap Code and Minority Group Designators are available for access only by the Director and the EEO Officer.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

The computer facility and terminal are located in restricted areas accessible only to authorized personnel that are properly screened, cleared, and trained. Manual records and computer printouts are available only to authorized personnel having a need to know. Building employs security guards and is protected by intrusion alarm system.

RETENTION AND DISPOSAL:

Computer magnetic tapes are permanent. Manual records are maintained on a fiscal year basis and are retained for varying periods from 1 to 5 fiscal years after which they are destroyed in accordance with appropriate record disposal schedules.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Personnel/Administration Directorate - Headquarters, Defense Nuclear Agency Washington, DC 20305 - Telephone: 202-325-7047.

NOTIFICATION PROCEDURE:

Information may be obtained from System Manager. The letter should contain the full name and signature of the requester and the approximate period of time, by date, during which the case record was developed.

RECORD ACCESS PROCEDURES:

Requests should be addressed to System Manager. Written requests for information should contain the full name of individual. For personal visists, the individual should provide military or civilian identification card.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations are contained in DNA Instruction 5400.11 (32 CFR Part 291a). Additional information may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information extracted from military and civilian personnel records, Joint Manpower Program docu ment, security division, and voluntarily submitted by individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

HDNA006

SYSTEM NAME:

DNA Employees Occupational Health Program Records System

SYSTEM LOCATION:

Biomedical Effects Office, Occupational Health Unit, Defense Nuclear Agency, Washington, DC 20305, Routing Symbol BA/HU.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual, military or civilian employed by DNA and GSA employees assigned to the building

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains a variety of records relating to an employee's participation in the DNA Occupa- tional Health Program. Information which may be included in this system are the employees name, SSN, date of birth, weight, height, blood pressure, medical history, blood type, nature of injury or complaint, type of treatment/medication received, immunizations, examination findings and laboratory findings, exposure to occupational hazards.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 7901 et seq., Pub.L. 79-658.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

Authorized medical personnel in connection with the performance of their official duties.

EXTERNAL USERS, USES, AND PURPOSES

The Office of Personnel Management Merit Systems Protection Board (including its Office of the Special Counsel), Equal Employment Opportunity Commission, and the Federal Labor Relations Authority (including the General Counsel of the Authority and the Federal Service Impasses Panel) in carrying out their functions.

The Department of Labor in connection with a claim filed by an employee for compensation for a job-related injury or disease.

Disclosure may be made to a private medical physician from the record of an individual in response to an inquiry from the office of the physician made at the request of that individual.

Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

In the event of litigation where one of the parties is (a) the Agency, any component of the Agency, or any employee of the Agency in his or her official capacity; (b) the United States where the Agency determines that the claim, if successful is likely to directly affect the operations of the Agency or any of its components; or (c) any Agency employee in his or her individual capacity where the Justice Department has agreed to represent such employee, the Agency may disclose such records as it deems desirable or necessary to the Department of Justice to enable that Department to effectively represent such party provided such disclosure is compatible with the purpose for which the records were collected.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in paper file folders and card file boxes.

RETRIEVABILITY:

Records are manually retrieved either by last name or the terminal digit filing system.

SAFEGUARDS:

During the employment of the individual, medical records are maintained in files located in a secured room with access limited to those whose official duties require access.

RETENTION AND DISPOSAL:

Records are retained until the individual leaves the Agency. If they have no long term value, they are destroyed at this time. If they have continuing value, they may be combined with the Official Personnel Folder which is forwarded to the Federal Personnel Records Center or to the new employing agency, as appropriate.

SYSTEM MANAGER(S) AND ADDRESS:

Occupational Health Nurse, Biomedical Effects Office, Occupational Health Unit, Headquarters, Defense Nuclear Agency, Washington DC 20305, Telephone: 202-325-7073.

NOTIFICATION PROCEDURE:

Information may be obtained from System Manager. The letter should contain the full name and signature of the requester and the approximate period of time, by date, during which the case record was developed.

RECORD ACCESS PROCEDURES:

Requests should be addressed to System Manager. Written request for information should con tain the full name of requester. For personal visits, the individual should provide military or civilian identification card.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations are contained in DNA Instruction 5400.11 (32 CFR Part 291a). Additional information may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information in this system of records is: (1) supplied directly by the individual, or (2) derived from information supplied by the individual, or (3) supplied by the medical officer or nurse providing treatment or medication, or (4) supplied by the individual's private physician.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

HDNA007

SYSTEM NAME:

Security Operations System

SYSTEM LOCATION:

Intelligence/Security Directorate (OAIS), Headquarters, Defense Nuclear Agency, Washington, D.C. 20305. Also at the following subordinate commands: Security Division (FCSS), Field Command Defense Nuclear Agency, Kirtland AFB, Albuquerque, New Mexico 87115; and Armed Forces Radiobiology Research Institute, Bethesda, Maryland 20014.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military and civilian personnel assigned to, or employed by HQ, Defense Nuclear Agency (DNA), Field Command, Defense Nuclear Agency (FCDNA), and the Armed Forces Radiobiology Research Institute (AFRRI). Other U.S. Government personnel, U.S. Government contractors, foreign govern- ment representatives, and visitors from foreign countries.

CATEGORIES OF RECORDS IN THE SYSTEM:

System contains following information on individuals (not all information is appropriate to all categories of individuals covered by the system):

Name; Social Security Account Number; Date and Place of Birth; Height, Weight; Hair/Eye color Citizenship; Grade/Rank; Service; Organization; Security Clearance; Date of Clearance; Basis Special Accesses; Courier Authorization; Continuous Access Roster Expiration Date; Expiration Date; Badge Number; Contracting Officer's Representative; Contracting Officer's Organization Special Intelligence Access; Expiration Date; Agency; Billet Number; List of Badges/Passes Issued; List of Keys Issued; Conference Title; Conference Dates; Location. Department of Defense Form 398, 'Statement of Personal History;' Reports of Investigation; Security Incident Files Visit Requests; Conference Rosters; Clearance and Special Access Rosters; picture and identi- fication cards; correspondence concerning adjudication/passing of clearances.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, 'Security Requirements for Government Employment,' 27 April 1953 as amended by Executive Orders 10491, 10531, 10548, 10550, 11605, and 11785. Executive Order 12065, 'National Security Information,' dated 28 June 1978. Section 21 of the Internal Security Act of 1950 (Pub.L. 831). Section 145 of the Atomic Energy Act of 1954, as amended by Pub.L. 83-703, 42 USC 2165.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

Officials and employees of the DNA, FCDNA, and AFRRI in the performance of their official duties related to determining the eligibility of individuals for access to classified informa- tion.

Guard personnel assigned to the DNA, FCDNA and AFRRI in the performance of their official duties related to determining the eligibility of individuals for access to buildings, facilities, or conferences over which DNA has security responsibility.

EXTERNAL USERS, USES, AND PURPOSES

Officials and employees of other Department of Defense Components, U.S. Government contractors, and other U.S. Government organizations in the performance of their official duties related to the screening and selection of individuals for security clearances and/or special access authorizations; access to facilities; or attendance at conferences.

Officials of U.S. Government investigatory agencies in the performance of their official duties relating to law enforcement.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records are stored on magnetic tapes, discs, computer printouts, and or punched cards. Manual records are stored in paper file folders, card files, and paper rosters.

RETRIEVABILITY:

Automated records are retrieved by individual's last name, conference title, and by type of badge issued. Manual records are retrieved by individual's last name, organization, or subject file.

SAFEGUARDS:

The computer facility and terminals are located in restricted areas accessible only to authorized personnel. Manual records and computer printouts are available only to authorized persons with an official need to know. Buildings employ security guards and/or intrusion detection systems.

RETENTION AND DISPOSAL:

Computer records on individuals are erased upon termination of an individual's affiliation with the DNA, FCDNA, or AFRRI. Personnel security files are destroyed within thirty days

from the date of termination of an individuals employment, assignment or affiliation with DNA, FCDNA or AFRRI. Manual records or conference attendees, visitors, and visit certifications to other agencies are maintained for two years and destroyed. Security incident files are retained for two years unless they concern compromise of classified information, in which case they may be retained permanently.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Intelligence/Security Directorate, Defense Nuclear Agency, Washington, D.C. 20305, for DNA and AFRRI. Chief, Security Division, Field Command, Defense Nuclear Agency, Kirtland AFB, NM 87115.

NOTIFICATION PROCEDURE:

Information may be obtained from: Director, Intelligence/Security Directorate, Defense Nuclear Agency, Washington, D.C. 20305, Telephone: Area Code (202) 325-7086 for DNA and AFRRI or Chief, Security Division, Field Command, Defense Nuclear Agency, Kirtland AFB, NM 87115; Telephone: Area Code (505) 264-1423, for FCDNA.

RECORD ACCESS PROCEDURES:

Requests for information should be addressed to: Director, Intelligence/Security Directorate, Defense Nuclear Agency, Washington, D.C. 20305, for DNA and AFRRI, or Chief, Security Division, Field Command, Defense Nuclear Agency, Kirtland AFB, NM 87115 for FCDNA. Written requests for information should contain the full name, home address, social security number, date and place of birth. For personal visits, the individual must be able to provide identification showing full name, date and place of birth, and social security number.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations are contained in DNA Instruction 5400.11 (32 CFR Part 291a).

RECORD SOURCE CATEGORIES:

Information extracted from military and civilian personnel records, investigative files, and voluntarily submitted by individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Part of this system may be exempt under 5 U.S.C. 552a (k)(5) as applicable. The exemption rule for the system is contained in Title 32, Code of Federal Regulations, Part 291a, as amended.

HDNA609-02

SYSTEM NAME:

Personnel Radiation Exposure Records

SYSTEM LOCATION:

Decentralized system. Primary location: Safety Department, Bldg. 42, Rooms 1420 and 1422, Armed Forces Radiobiology Research Institute (AFRRI), Defense Nuclear Agency, Bethesda, Maryland 20014, on the grounds of the National Naval Medical Center. Other locations are rooms 3113 and 2147 of the AFRRI; and room 1418, Bldg. 364, Field Command, Defense Nuclear Agency (FCDNA), Kirtland Air Force Base, Albuquerque, New Mexico 87115; and Office of the Commander, Enewetak Atoll, Marshall Islands.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All employees, contractors, visitors or anyone else who is known to enter the AFRRI building. At FCDNA, all DNA employees who work in a position, the duties of which might result in exposure to radiation. At Enewetak, all individuals who work or visit the Atoll other than transient air crews and air passengers who do not leave the aircraft. Uniformed Services University of the Health Sciences, all employees, students, visitors, contractors or anyone else known to enter a radiation environ ment at Uniform Service University of the Health Sciences (USUHS).

CATEGORIES OF RECORDS IN THE SYSTEM:

For employees at AFRRI, FCDNA, and USUHS file contains personal information con sisting of name, social security number, date of birth, current and previous radia tion exposure, history and places of employment and when exposures occurred. For others, at AFRRI, FCDNA and USUHS file contains name, social security number, date of birth, current employer, citizenship, and current exposure history. For all, at AFRRI, FCDNA and USUHS information on pregnancy and pacemaker. Enewetak files will contain personal information consisting of name, social security number, date of birth, current and previous radiation exposure history, areas visited or worked, dates of arrival and departure, and citizenship. At AFRRI, for current employees, information on date-on-board, assigned department, sex, date of departure, bio assay, grade/rank, work phone and room number.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Atomic Energy Act of 1954, 42 USC 2013, Military Construction Appropriation Act of 1977 (P.L. 94-367) and DNA OPLAN 600-77, 'Cleanup of Enewetak Atoll'.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL

To document the degree of exposure to radiation experienced by an individual; to measure quality of the radiation protection program. At AFRRI, name, grade/rank, department, room number and work phone will be used to print a current roster of personnel, for internal use in contacting personnel for official purposes.

EXTERNAL

To support legal or medical claims for or against the government; to provide exposure history to subsequent employers; to provide history to requesting individuals.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

At AFRRI: 5' by 7' cards filed at reception desk, room 3113, 8' by 10 1/2' paper filed in rooms 1420 and 1422. Automated records are stored on magnetic tapes (for backup), disks in room 2436 and computer printouts in room 1422. At FCDNA, 8' by 10 1/2' papers are filed in a metal file cabinet in Bldg. 364. At Enewetak: 5' by 7' cards filed in a metal file cabinet in the Enewetak Commander's office.

RETRIEVABILITY:

Alphabetical by last name of individual. Automated records are selectable retrievable on all fields within the record.

SAFEGUARDS:

AFRRI - Kept in a controlled access building which is protected by an instrusion alarm system. Card, paper forms and printouts are further secured in a locked cabinet. These files, when placed on a computer system, are protected by a user identification code (UIC) and password. Access is restricted to only those persons appointed by the SYSMANAGER to whom he has given the 'UIC-Password' combination. The password is changed periodically by the SYSMANAGER.

FCDNA - Controlled access building which is protected by an intrusion alarm system.

Enewetak - Locked and secured in Enewetak Commander's office.

RETENTION AND DISPOSAL:

For employees - permanently. For visitors - retired after two years to record holding area for permanent retention. For foreign visitors, records are sent to State Depart ment for retention. All Enewetak records will be maintained permanently.

SYSTEM MANAGER(S) AND ADDRESS:

AFRRI and USUHS - Chairman, Safety Department, Armed Forces Radiobiology Research Institute, Bethesda, MD 20014.

Field Command, DNA and Enewetak Atoll, MI - Health Physicist, Logistics Directorate, Field Command, Defense Nuclear Agency, Albuquerque, NM 87115.

NOTIFICATION PROCEDURE:

Requests should be addressed to the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from SYSMANAGER.

RECORD SOURCE CATEGORIES:

AFRRI, FCDNA, and USUHS information voluntarily submitted by individual. Enewetak information is required to be submitted by individual. Additional information added as data is collected.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

HDNA609-03

SYSTEM NAME:

Personnel Exposed to Radiation from Atmospheric Nuclear Tests

SYSTEM LOCATION:

Biomedical Effects Office, Defense Nuclear Agency, Washington, DC 20305.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All DoD and DoD affiliated personnel military and civilian, who participated in the United States Government atmospheric nuclear test programs in the Pacific and at the Nevada Test Site.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personal information consisting of name, rank, service number, social security number, last known or current address, dates of test participation, exposure data, and unit of assignment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Atomic Energy Act of 1954, 42 U.S.C. 2013 and Tasking Memorandum from Office of the Secretary of Defense to the Director, Defense Nuclear Agency dated 28 Jan 78, Subject: DoD Personnel Participation in Atmospheric Nuclear Weapons Testing.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Department of Defense Components-For the purpose of preparing histories of atmospheric nuclear test participation and for use in litigation between test participants or their representatives and the Department of Defense.

Defense Nuclear Agency Contractors-For the purpose of assisting DoD components in preparation of histories of atmospheric nuclear test participation and responding to the inquiries and concerns of individuals who may have participated in the test programs and/or their representatives.

National Research Council and the Center for Disease Control-For the limited purpose of conducting epidemiological studies of the effects of ionizing radiation from the atmospheric nuclear weapons tests on DoD participants in those tests.

Department of Energy-For the limited purpose of identifying AEC and AEC-contractor Personnel exposed to ionizing radiation during nuclear testing: and for conducting epidemiological Studies of radiation effects of individuals so identified; and for use in litigation between the DoD and any of the individuals so identified.

Department of Transportation-For the limited purpose of identifying DOT and DOT-affiliated personnel exposed to ionizing radiation during nuclear testing and for use in litigation between the DOT and any of the individuals so identified.

Veterans Administration-For use in litigation between the VA and individuals and/or their representatives who are alleging service-connected disabilities as a result of said exposure.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; computer magnetic tape disks and printouts in secure computer facility.

RETRIEVABILITY:

Paper records in file folders and on computer magnetic tape disks and printouts are retrieved by name and SSAN.

SAFEGUARDS:

Paper records are filed in folders stored in locked security safes. Mag tapes stored in vault in the computer area.

RETENTION AND DISPOSAL:

Paper records are retained until information is transferred to magnetic tapes, then destroyed. Magnetic-tapes and disks are retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant to the Director, Biomedical Effects, Defense Nuclear Agency, Washington, DC 20305.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

Requests from individuals should be addressed to the same address as stated in the notification section above.

RECORD SOURCE CATEGORIES:

From DNA Form 10, searches of DoD records by other DoD components, and from individuals voluntarily contacting DNA by phone or mail.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

JOINT CHIEFS OF STAFF

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required, to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained within the Department of Defense, unless specifically stated

otherwise within a particular record system. These additional blanket routine uses of the records are published below, only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE - LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and criminal investigations of the Component requesting the record.

ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom, maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

JOJCS001MILPERS

SYSTEM NAME:

OJCS Medals and Awards Files and Reports System; Microfilmed Historical Awards

SYSTEM LOCATION:

Military Personnel Branch, Personnel Division, Organization of the Joint Chiefs of Staff, The Pentagon, Washington, D. C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military officer/enlisted personnel, regular and reserve, who are serviced by the Organization of the Joint Chiefs of Staff.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains, but not limited to, recommendations and substantiating documents for awarding of the medals and awards; orders authorizing awards

certificates of eligibility, memorandums for the record, vote sheets, status sheets, board memberships lists, criteria and analysis, agency historical file, reports, reclama actions, recommendations for foreign awards, special category and exception to policy, bulletins, miscellaneous correspondence, Decorations and Awards Board memorandums, memorandums and records and microfilmed historical awards.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Chapter 5, Sections 141-143.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Secretary of the Decorations and Awards Board is the principal user. The system constitutes a ready file of documents from which information is retrieved to properly maintain the Awards Program.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folder.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Building employs security guards. Access to space is limited to personnel office personnel during nonworking hours via locked door. During working hours the space is occupied by personnel office personnel at all times.

RETENTION AND DISPOSAL:

Files are permanent. They are microfilmed and retained for historical purposes.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Joint Staff, OJCS, The Pentagon, Washington, D. C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Secretary, Decorations and Awards Board
Organization of the Joint Chiefs of Staff
The Pentagon
Washington, D. C. 20301
Telephone: 202-695-4759

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Secretary, Decorations and Awards Board, Organization of the Joint Chiefs of Staff, The Pentagon, Washington, D. C. 20301.

Written requests for information should contain the full name of the individual, current address and telephone number.

For personal visits, the individual should be able to provide some acceptable identification, that is, at least, his identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Source of information is obtained from agencies which are serviced by the Organization of the Joint Chiefs of Staff.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

JOJCS002MILPERS

SYSTEM NAME:

Military Personnel Files

SYSTEM LOCATION:

Military Personnel Branch, Personnel Division, Directorate of Administrative Services, Organization for the Joint Chiefs of Staff, The Pentagon, Washington, D. C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel assigned to, attached to or on temporary duty with the Organization of the Joint Chiefs of Staff.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain personal information which has been extracted from the individual's official Military Personnel File. Files contain information pertaining to, but not limited to, name, grade, service number, service job title, expected date of arrival for duty with the Organization of the Joint Chiefs of Staff, expected date of departure from the Organization of the Joint Chiefs of Staff.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Chapter 5, Sections 141-143.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Military Personnel Branch, Directorate of Administrative Services, Organization of the Joint Chiefs of Staff- To perform administrative functions required on individuals prior to their assignment to, during their assignment to, and after their assignment to the Organization of the Joint Chiefs of Staff. Uses include, but are not limited to, knowing when an individual will arrive, what agency they will be assigned to, who they will replace and when an individual will depart.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; paper card files; ringed binders.

RETRIEVABILITY:

Filed alphabetically by last name of individual, filed by agency; filed by requisition number.

SAFEGUARDS:

Building employs security guards. Records are stored in file cabinets. The room(s) are locked when unattended.

RETENTION AND DISPOSAL:

Files are retained in active file until individual departs the Organization of the Joint Chiefs of Staff. Upon departure, the individual's file is placed in the inactive file. The file is retained for approximately one year.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Military Personnel Branch, Personnel Division, Directorate of Administrative Services, Organization of the Joint Chiefs of Staff.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Chief, Military Personnel Branch
Personnel Division
Directorate of Administrative Services
Organization of the Joint Chiefs of Staff
The Pentagon
Washington, D. C. 20301
Telephone: 202-697-3540

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to: Chief, Military Personnel Branch, Organization of the Joint Chiefs of Staff, The Pentagon, Washington, D. C. 20301.

Written request for information should contain the full name of the individual, current address, and telephone number.

For personal visits, the individual should be able to provide some acceptable identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the

individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Source of information is the individual and the individual's Official Military Personnel File.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

JOJCS003SMB

SYSTEM NAME:

Directorate Administrative Services Management Information System (DASMIS)

SYSTEM LOCATION:

Staff Management Branch, Directorate of Administrative Services, Organization of Joint Chiefs of Staff, The Pentagon, Washington, D. C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals assigned to the OJCS; all persons with access into the OJCS restricted areas; personnel with SIOP clearances.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's security clearances, personal and office address, date of rank, date of birth, assignment and rotation dates, service, rank, grade, Social Security Account Number.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Chapter 5, Sections 141-143.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Personnel Division-Perform all administrative functions as appropriate with respect to personnel assigned to the OJCS; monitor and process requests for manpower and organizational management services, perform organizational and manpower reviews for the OJCS.

Services Division-Develop and prepare financial planning data for the OJCS and carry out associated programming and fiscal functions, assign space and provide equipment, supplies and service support as may be required for the OJCS.

Security Division-Devise and implement personnel and physical security policies and provide for the security of the area occupied by the OJCS.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Disc, magnetic tape backup.

RETRIEVABILITY:

Record ID made up of billet number, record type and Social Security Account Number.

SAFEGUARDS:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened and cleared, also access to data requires the proper user-ID and pass-word.

RETENTION AND DISPOSAL:

Personnel records are permanent. All records are maintained in an active file.

Security-OJCS records are permanent. Non-OJCS records are deleted upon termination/expiration of badges or passes.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Management Branch, Directorate of Administrative Services, Organization of the Joint Chiefs of Staff, The Pentagon, Washington, D. C. 20301.

National Military Command System Support Center, Defense Communications Agency, The Pentagon, Washington, D. C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Staff Management Branch, Directorate of Administrative Services, OJCS
Room 1A724, The Pentagon
Washington, D. C. 20301
Telephone: 202-695-0475

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Staff Management Branch, Directorate of Administrative Services, OJCS, The Pentagon, Washington D. C. 20301.

Written requests for information should contain the full name, rank and service and agency while assigned to the OJCS, plus Social Security Account Number.

For personal visits, the individual should be able to provide some acceptable identification, that is: driver's license, employing office identification card, and give some verbal information that could be verified with his 'case' folder.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information is obtained from various OJCS, DoD, and Standard Forms from the respective Services; from distributed documents routed to all personnel effected.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

JOJCS004SECDIV

SYSTEM NAME:

Personnel Security File, Security Division, DAS

SYSTEM LOCATION:

Personnel Security Branch, Security Division, Directorate of Administrative Services, Organization of the Joint Chiefs of Staff, The Pentagon, Washington, D. C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel assigned to or employed by the OJCS who have been granted a security clearance; all individuals who are civilian applicants or military nominees for duty with OJCS; all persons who have been authorized a pass for access to the restricted areas of the OJCS.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's record of security clearances granted; security briefing and debriefing certificates; personal history statements; record card file of request for pass or badge; and other related security processing papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Chapter 5, Sections 141-143.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Security Division, DAS-To perform all administrative functions necessary to determine eligibility of personnel for security clearances, provide processing of all security clearances; processing and producing all passes and badges for personnel requiring access to OJCS restricted areas; devise and implement security policies and provide for the security of the OJCS areas.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; paper card files.

RETRIEVABILITY:

Filed alphabetically by individual's last name.

SAFEGUARDS:

Building employs security guards. Records are maintained in an alarmed vault accessible only to authorized Security Division personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are retained in active file until individual departs the OJCS at which time entire file is destroyed; card files are deleted upon termination/expiration of pass or badge.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Administrative Services, Organization of the Joint Chiefs of Staff.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Security Division, Directorate of Administrative Services, OJCS
Room 2E949, The Pentagon
Washington, D. C. 20301
Telephone: 202-695-0866

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Chief, Security Division, Directorate of Administrative Services, OJCS, Pentagon, Washington, D. C. 20301.

Written requests for information should contain the full name, rank, Service, Social Security Account Number of the individual, current address, telephone number and agency to which assigned in OJCS or if non-OJCS, identify current employer. Visits are limited to the Security Division, Directorate of Administrative Services, Organization of the Joint Chiefs of Staff, The Pentagon, Washington, D. C. 20301.

For personal visits, the requesting individual must provide acceptable proof of identity, such as full name, date and place of birth and some additional verbal information that can be verified by his 'case' record, such as parents' names, recent addresses, etc.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Personal History Statements and related security forms from the individual being considered for security clearances or passes; clearance verification correspondence; correspondence originating from the Defense Investigative and other Federal agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DEFENSE COMMUNICATIONS AGENCY

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required, to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below, only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE - LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and criminal investigations of the Component requesting the record.

ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom, maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

KCIV.01

SYSTEM NAME:

Records Relating to DCA Transactions under the Privacy Act of 1974

SYSTEM LOCATION:

Each office of the Defense Communications Agency (DCA) worldwide which is required to submit information it maintains for each system of records maintained under the provisions of the Privacy Act of 1974 and records of information released or withheld under the Act.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military and civilian personnel currently assigned to or employed by DCA. Also limited historical records on personnel previously assigned or employed by DCA.

CATEGORIES OF RECORDS IN THE SYSTEM:

All types of records which relate to release or withholding of data relating to the rights of the privacy of an individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

PL 93-579, 'The Privacy Act of 1974'

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by the Civilian Assistant to the Chief of Staff, Headquarters, DCA for periodic reporting under provisions of the Act.

Used by the Comptroller, Headquarters, DCA for budgeting and manpower allocation within the Agency.

Used by the Counsel, Headquarters, DCA in preparing for possible litigation.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records kept in file cabinets or safes.

RETRIEVABILITY:

By name or SSAN.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Retained for at least 5 years, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Civilian Assistant to the Chief of Staff, Code 104, Headquarters, DCA

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Civilian Assistant to the Chief of Staff, Code 104, Headquarters, DCA. The full name and organizational assignment, of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Office of the Civilian Assistant to the Chief of Staff, DCA, Code 104, to obtain information on whether the system contains records pertaining to him or her. As proff of identity the requester should present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Civilian Assistant to the Chief of Staff for assistance. The mailing address is listed in the organizational directory of the DCA published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Accountings submitted by those DCA officials who are SYSMANAGERS of Record Systems reportable under the Privacy Act of 1974.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KDCE.01

SYSTEM NAME:

Visit notification/Clearance Verification Records NR501-11.

SYSTEM LOCATION:

Security Branch, Room 1A06, Defense Communications Engineering Center (DCEC), Code R121.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Same plus industrial contractors requiring admittance to the facility on official business.

CATEGORIES OF RECORDS IN THE SYSTEM:

Form listing the name, date and place of birth, SSAN, clearance status, and basis for that clearance.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended.

ROUTINE USES OF RCORDS MAINTAINED IN THE SYSTEM,INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To identify official visitors to defense installations and organizations responsible for work on Defense Department contracts and verify the level of classification to which each is authorized access.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Destroyed one year after revocation of permit to enter premises.

STORAGE:

File folders.

RETRIEVABILITY:

By folder identified by contractor or individual's name.

SAFEGUARDS:

Building security guards. Records maintained in area accessible only to authorized personnel who are appropriately cleared and trained.

RETENTION AND DISPOSAL:

Records not permanent. Retained one year after revocation then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Security Branch, Defense Communications Engineering Center (DCEC),1860 Wiehle Avenue, Reston, Virginia 22090. The full name of the requesting individual will be required to determine if the system contains a record about him or her. the requester may visit the Security Branch, Defense Communications Engineering Center (DCEC) 1860 Wiehle Avenue, Reston, Virginia 22090, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or drivers's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Military and Civilian Personnel whose names appear on the form.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KDCE.02

SYSTEM NAME:

Parking Permit Control Files 501-07.

SYSTEM LOCATION:

Security Branch, Defense Communications Engineering Center (DCEC)) Code R121

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and Civilian personnel employed by the Defense Communications Engineering Center (DCEC) and Command and Control Technical Center (CCTC).

CATEGORIES OF RECORDS IN THE SYSTEM:

Owner's name and vehicle identification data and parking number assigned.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Property Management Regulations, Temporary Regulation D-47, dated 22 May 1974, issued by the General Services Administration (GSA).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To assign specific parking spaces to personnel so authorized; and to identify parked vehicles when circumstances so dictate.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Destroyed upon departure of individual from employment with Defense Communications Engineering Center (DCEC) or Command and Control Technical Center (CCTC) or when no longer authorized to park.

STORAGE:

File folders

RETRIEVABILITY:

By parking number

SAFEGUARDS:

Building security guards, records maintained in area accessible only to authorized personnel who are appropriately cleared and trained.

RETENTION AND DISPOSAL:

Records are not permanent. Retained while individual is authorized reserved parking, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090 to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Military and Civilian personnel whose names appear on the form.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KDCE.03

SYSTEM NAME:

DA Form 727 Classified Container Information File 503-02

SYSTEM LOCATION:

Security Branch, Room 1A06, Defense Communications Engineering Center (DCEC), Code R121.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Classified container information listing the name, address, and telephone number of each person authorized access to the container.

CATEGORIES OF RECORDS IN THE SYSTEM:

This form records the name,grade,address, and home telephone numbers of the above individuals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To identify, locate and contact each person authorized access when the need arises.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Destroy when obsolete, i.e. when person departs, when combination changed, or when container no longer used.

STORAGE:

File folders

RETRIEVABILITY:

By capital property number

SAFEGUARDS:

Building security guards, records maintained in area accessible only to authorized personnel who are appropriately cleared and trained.

RETENTION AND DISPOSAL:

After becoming obsolete, file is destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Military and Civilian Personnel whose names appear on the form.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KDEC.02

SYSTEM NAME:

Authorization to Sign for Classified Material List

SYSTEM LOCATION:

Administrative Division, Code D200, Defense Commercial Communications Office (DECCO), Scott Air Force Base, Illinois

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records Systems contains the names of DECCO personnel who are authorized to receive classified material from the Commander 375 Air Base Group, Scott Air Force Base, Illinois.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records consist of retained copy of letter containing names and specimen signatures of DECCO personnel who are authorized to pick up classified material from the 375 Air Base Group, Scott Air Force Base, Illinois.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive order 10450, as amended

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by the Chief, Administrative Division, Code D210, DECCO to determine which DECCO personnel are authorized to pick up classified mail from the 375 Air Base Group.

Used by the Commander, 375 Air Base Group to verify that DECCO personnel who appear at the unit to pick up classified mail are authorized to do so.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are filed in a folder which is kept in a safe.

RETRIEVABILITY:

Information is retrieved by name.

SAFEGUARDS:

Records are maintained in a safe in an area which is accessible only to authoized personnel who are properly screened, cleared, and their duties require them to be in the area where the records are kept.

RETENTION AND DISPOSAL:

Records are not permanent. List is updated as personnel changes occur. The superseded list is then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Administrative Division, DECCO.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Administrative Division, Code D200, DECCO, Scott Air Force Base, Illinois. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Administrative Division, Code D200, DECCO, Scott Air Force Base, Illinois, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published inthe Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Activity's rules for access and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Names of the individuals in the system are furnished by the Chief, Administrative Division, DECCO.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KDEC.03

SYSTEM NAME:

Classified Material Receipt Authorization List

SYSTEM LOCATION:

Administrative Division, Code D200, Defense Commercial Communications Office (DECCO), Scott Air Force Base, Illinois.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records system contains names of DECCO personnel who are authorized to receive classified material upon delivery by mail room personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records consist of name, social security number, and grade of individuals authorized to receipt for classified documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Chief, Administrative Division uses the list as a tracer to determine individuals who receive classified material.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in a locked safe.

RETRIEVABILITY:

Records are retrieved by name.

SAFEGUARDS:

Records are maintained in a safe in an area which is accessible only to authorized personnel who are properly screened, cleared, and their duties require them to be in the area where the records are kept.

RETENTION AND DISPOSAL:

Records are not permanent. List is updated as personnel changes occur. Superseded list is then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Administrative Division, DECCO.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Administrative Division, Code D200, DECCO. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Administrative Division, Code D200, DECCO, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Activity's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Names of individuals in the system are furnished by the Chief, Administrative Division, DECCO.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KDEC.04

SYSTEM NAME:

Authority to Review/Sign for Classified Messages at 1918 Communications Center

SYSTEM LOCATION:

Administrative Division, Code D210, Defense Commercial Communications Office (DECCO), Scott Air Force Base, Illinois.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records system contains the names of DECCO personnel who are authorized to review, sign for, and pick up classified messages in the Communications Center, 1918 Communications Squadron.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records consist of a copy of a letter addressed to the Commander, 1918 Communications Squadron to show specimen signatures of DECCO personnel who are authorized to review, sign for, and pick up classified messages at that unit.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by Chief, Administrative Division, DECCO to determine which mail room personnel are authorized to review, sign for, and pick up classified messages.

Used by Commander, 1918 Communications Squadrom to verify that specific DECCO personnel who came to the Communications Center to pick up classified messages are authorized to do so.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are filed in a file folder which is kept in a safe.

RETRIEVABILITY:

Information is retrieved by name of individual.

SAFEGUARDS:

Records are maintained in a safe in an area which is accessible only to authorized personnel who are properly screened, cleared, and their duties require them to be in the area where the records are kept.

RETENTION AND DISPOSAL:

Records are not permanent. List is updated as required. The superseded list is then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Administrative Division, DECCO.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Administrative Division, Code D210, DECCO. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Administrative Division, Code D210, DECCO, for assistance. The mailing address is listed in the organizational directory of the

Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Activity's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Names of the individuals in the system are furnished by the Chief, Administrative Division, DECCO.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KDEC.05

SYSTEM NAME:

Access Listing to Classified Material (NATO)

SYSTEM LOCATION:

Administrative Division, Code D200, Defense Commercial Communications Office (DECCO), Scott Air Force Base, Illinois.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records system contains the names and specimen signatures of DECCO personnel who are authorized access to NATO documents.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records consist of copy of letter sent to Code 240, Headquarters, A. Letter contains names and specimen signatures of DECCO personnel who are NATO control officers and alternates.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 11652

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by the Chief, Administrative Division to determine personnel who are authorized access to NATO documents.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are filed in a folder which is kept in a safe.

RETRIEVABILITY:

Information is retrieved by name.

SAFEGUARDS:

Records are maintained in a restricted area which is accessible only to authorized personnel who are properly screened, cleared, and their duties require them to be in the area where the records are kept.

RETENTION AND DISPOSAL:

Records are not permanent. They are updated when changes in personnel occur, and the superseded list is destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Administrative Division, DECCO.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Administrative Division, Code D200, DECCO, Scott Air Force Base, Illinois. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Administrative Division, Code D200, DECCO, Scott Air Force Base, Illinois, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Activity's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Names of individuals are furnished by the Chief, Administrative Division, DECCO.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KDEC.06

SYSTEM NAME:

Nominations/Enrollments for Training Courses

SYSTEM LOCATION:

Administrative Division, Defense Commercial Communications Office (DECCO), Code D220, Scott Air Force Base, Illinois.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records required on military and civilian members who enroll in government training courses.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record indicates personnel data and is not revealed to anyone other than individuals involved in obtaining or allocating classroom spaces.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S. Code, Chapter 41 and Executive Order 11348

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records are used by Chief, Administrative Division to enroll students who have been selected by operating officials to attend government training courses. Information includes name, social security number, office phone, home phone, home address, job title, grade, emergency phone, and emergency address, and name of individual to contact in case of emergency.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are kept in a locked file cabinet.

RETRIEVABILITY:

Records are retrieved by name of trainee.

SAFEGUARDS:

Records are maintained in area which is accessible only to authorized personnel who are properly screened, and their duties require them to be in the area where the records are kept.

RETENTION AND DISPOSAL:

Records are retained five years, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Administrative Division, DECCO, Code D210, Scott Air Force Base, Illinois.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Administrative Division, DECCO, Code D220, Scott Air Force Base, Illinois. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Administrative Division, DECCO, Code D220, Scott Air

Force Base, Illinois, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

DECCO's rules for access to records and for contesting their content and appealing initial determination by the individuals concerned are set forth in the Rules and Regulations Section of the Federal Personnel Manual.

RECORD SOURCE CATEGORIES:

Information provided by individuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KDEC.07

SYSTEM NAME:

601-11 Duty Rosters

SYSTEM LOCATION:

Administrative Division, Defense Commercial Communications Office (DECCO), Code D210, Scott Air Force Base, Illinois

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

On a rotation basis all military and civilian Division Chiefs are on call after duty hours to take action on messages received at the 1918 Communications Center.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records contain names and telephone numbers of DECCO personnel on call for duty after regular work hours.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. code 133(b)

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Listing is used to provide names and home telephone numbers of individuals who may be called after duty hours.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Rosters are locked in a file cabinet.

RETRIEVABILITY:

Records are retrieved by name of designated individuals.

SAFEGUARDS:

Records are stored in a locked file cabinet.

RETENTION AND DISPOSAL:

Records are retained two years then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Administrative Division, Code D210, DECCO, Scott Air Force Base, Illinois.

NOTIFICATION PROCEDURE:

Records from individuals should be addressed to Chief, Administrative Division, Code D210, DECCO, Scott Air Force Base, Illinois. The full namee of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Chief, Administrative Division, Code D210, DECCO, Scott Air Force Base, Illinois, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Administrative Division, Code D210, DECCO, Scott Air Force Base, Illinois. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

DECCO's rules for access to records will be determined by the Legal Counsel on a case by case basis.

RECORD SOURCE CATEGORIES:

Obtained from personnel records retained in D210/D220.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KDEC.08

SYSTEM NAME:

101-06 Request and Authorization for Temporary Duty Travel

SYSTEM LOCATION:

Administrative Division, Code D210, Defense Commercial Communications Office (DECCO), Scott Air Force Base, Illinois.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian members who travel in performance of conducting DECCO business.

CATEGORIES OF RECORDS IN THE SYSTEM:

Provides traveler's name, social security number, purpose, travel schedule, job title, days involved, cost, and fund citation to cover cost of travel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code 133(b)

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Copies are provided to the Accounting and Finance Officer, DECCO, Code D532, to substantiate payment of travel voucher on return to duty.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in a locked safe.

RETRIEVABILITY:

Records are retrieved by name of traveller.

SAFEGUARDS:

Records are stored in a locked file cabinet and records are accessible to Administrative Division personnel only.

RETENTION AND DISPOSAL:

Records are retained two years then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Administrative Division, DECCO, Code D210, Scott Air Force Base, Illinois.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, DECCO, Code D210, Scott Air Force Base, Illinois. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Administrative Division, DECCO, Code D210, Scott Air Force Base, Illinois, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

DECCO's rules for access to records will be referred to the Legal Counsel on a case by case basis.

RECORD SOURCE CATEGORIES:

Provided by traveler.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KEUR.02

SYSTEM NAME:

DCA Form 605, Personnel Data Sheet.

SYSTEM LOCATION:

Management Support Division, Defense Communications Agency Europe (DCA-EUR), APO New York 09131.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel assigned to DCA Europe.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records consist of information on each individual including name, grade, SSAN, date and place of birth, permanent home address, marital and dependent status, passport number, rotation date, forwarding address, date of rank, PAFSC/MOS/NEC, date reported, SAFC/MOS/NEC, civilian and military education, BASD/TAFMSD, residence and duty phone numbers, and emergency addressee.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.code 133(b)

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Maintained for use by the Management Support Division as a reference file and routine or emergency locator file.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records maintained in file folders

RETRIEVABILITY:

Records filed alphabetically by last name of individuals.

SAFEGUARDS:

Records maintained in a locked container accessible to authorized personnel only. Military police are posted at entrance of the building.

RETENTION AND DISPOSAL:

Record maintained for one year after departure of individual then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Management Support Division, DCA Europe, APO New York 09131

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Management Support Division, DCA-Europe, APO New York 09131. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Management Support Division, DCA-Europe, APO New York 09131, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

All information is provided by the individual upon initial assignment.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KEUR.03

SYSTEM NAME:

Incident Report File

SYSTEM LOCATION:

Management Support Division, Defense Communications Agency Europe (DCA-EUR), APO New York 09131.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any personel(military or civilian) assigned to DCA Europe involved in a traffic, financial, criminal or other incident which is reported to the Commander DCA Europe for information or necessary action.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of Reports of Investigation, Military Police Incident Reports, Traffic tickets,Letters of Notification of Dishonored checks, and correspondence or documents concerning other matters brought to the attention of the Commander DCA Europe relating to personnel assigned to this Command.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code 133(b)

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Maintained as a reference file for use by the Commander DCA Europe to document required actions taken in response to reports and notification of incidents involving assigned personnel.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in file folders.

RETRIEVABILITY:

Information is retrieved by name of the individual.

SAFEGUARDS:

Records are maintained in a locked security file container and may be accessed only by the Commander, Deputy Commander, Chief, Management Support Division, or other persons specifically designated by the Commander.

RETENTION AND DISPOSAL:

Records are maintained in an active file during the period of the individual's assignment to DCA Europe and destroyed on his or her departure.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, DCA Europe, APO New York 09131

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Management Support Division, DCA-Europe, APO New York 09131. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Management Support Division, DCA-Europe, APO New York 09131, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is obtained from reports, documents, and correspondence received from Civilian and Military Police Service Investigative Agencies, Military Exchange and Commissary systems, or any other agency or

individual that reports information of an incident nature to the Commander DCA Europe.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KEUR.04

SYSTEM NAME:

Security Clearance File

SYSTEM LOCATION:

Management Support Division, Defense Communications Agency Europe (DCA-EUR), APO New York 09131.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel assigned to DCA Europe

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains roster by name and social security number which reflects the US and NATO security clearances held by DCA Europe personnel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is maintained as a centralized reference document for verification of security clearances held by DCA Europe personnel.

Clearances are certified to other US government agencies as required

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Roster is stored in a locked file container.

RETRIEVABILITY:

Information is retrieved by name.

SAFEGUARDS:

Roster is maintained in a locked file container with access limited to authorized personnel only.

RETENTION AND DISPOSAL:

Records are maintained during the period of current employment with DCA EUR & noncurrent information is deleted from the file at the time of departure of individual.

SYSTEM MANAGER(S) AND ADDRESS:

Management Support Division, Code E200, DCA Europe, APO New York 09131

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Management Support Division, DCA-Europe, APO New York 09131. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Management Support Division, DCA-Europe, APO New York 09131, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records & for contesting contents & appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information maintained on the roster is obtained from the original clearance certification by HQ DCA and documents signed by the individual which acknowledge receipt of additional access.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KEUR.05

SYSTEM NAME:

Classified Container Information Forms

SYSTEM LOCATION:

Office of Security Officer, Headquarters, Defense Communications Agency Europe (DCA-EUR), APO New York 09131.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons who have been designated for access to the containers and who may be contacted for access in case of emergency.

CATEGORIES OF RECORDS IN THE SYSTEM:

Retained copies of DA Forms 727, which contain name, home address, and phone number of individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used to maintain current designation of persons who may be contacted for access to the container.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Forms maintained in locked file cabinet.

RETRIEVABILITY:

Information is retrieved by name of individual.

SAFEGUARDS:

Containers are located in locked or controlled access areas. Military police are posted at entrance of the building.

RETENTION AND DISPOSAL:

Forms are renewed every six months or when any individual having access to the container departs, and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officer, DCA Europe, APO NY 09131

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Management Support Division, DCA-Europe, APO New York 09131. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Management Support Division, DCA-Europe, APO New York 09131, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing intial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individuals designated by Division Supervisors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KEUR.07

SYSTEM NAME:

Postal Directory File

SYSTEM LOCATION:

Management Support Division, Defense Communications Agency Europe (DCA-EUR), APO New York 09131, and Field Offices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals currently assigned to DCA Europe and those who departed within preceeding 12 months.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records consist of change of address recorded on DA Form 3955 (change of address and directory record).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

U.S.A. Postal Manual, Chapter 1, Part 158.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Card files are maintained by the Commander APO 09131 Post Office, and the APO Mail Distribution Center for the Stuttgart, Germany area located at Wallace Barracks. Files are also maintained at Postal Facilities servingg the Field Offices: Worms - APO 09056, UK - APO 09378, Naples - FPO 09524, Athens - APO 09223.

Information is used by SYSMANAGER to direct mail delivery to the proper address.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in card file boxes in the mail room.

RETRIEVABILITY:

Information is retrieved by name of individual and organizational assignment.

SAFEGUARDS:

Records are maintained in rooms approved for the storage of US mail and are accessible only to authorized personnel. Military police are posted at the entrance of the building.

RETENTION AND DISPOSAL:

Records are maintained in an active file during period of current assignment to DCA Europe and for one year after departure, at which time they are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Management Support Division, DCA Europe, APO New York 09131

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to SYSMANAGER.

RECORD ACCESS PROCEDURES:

Contact the Chief, Management Support Division, DCA-Europe, APO New York 09131, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is provided by individuals upon initial assignment to DCA Europe.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KEUR.08

SYSTEM NAME:

Travel Order and Voucher File

SYSTEM LOCATION:

Management Support Division, Defense Communications Agency Europe (DCA-EUR), APO New York 09131.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel who perform official travel under orders issued by DCA Europe

CATEGORIES OF RECORDS IN THE SYSTEM:

Records in the system consist of travel orders, transportation requests, commercial carrier transportation tickets, travel advance vouchers, records of travel claims and payments. Data in the system includes the individual's name, SSAN, home phone and address, and other pertinent travel information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code 133(b)

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records maintained by SYSMANAGER for budget and accounting purposes to verify amounts actually spent for travel, and for control of an accountability for travel orders issued by DCA Europe.

Used by prosecution authorities in case of fraud.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records maintained in file folders.

RETRIEVABILITY:

Records filed sequentially by travel order number.

SAFEGUARDS:

Records maintained in locked file containers accessible only to authorized personnel. Military police are posted at building entrance during duty hours.

RETENTION AND DISPOSAL:

Records are maintained for two calender years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Management Support Division, DCA-Europe, APO New York 09131

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Management Support Division, Defense Communications Agency Europe, APO New York, 09131. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Management Support Division, DCA-Europe, APO New York 09131, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing determinations by the individual may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Personal information is obtained from individual travelers and entered on the travel order form.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KEUR.09

SYSTEM NAME:

NONCOMBATANT Information Card, AEZ Form 6-106.

SYSTEM LOCATION:

Management Support Division, Defense Communications Agency, European Area, (DCA-EUR), APO New York 09131.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

(1) All legal dependents of United States Forces personnel

(2) United States civilian employees of DoD Agencies and their dependents

(3) Department of Defense or a military service department sponsored United States technical representatives

(4) Bonafide members of households of United States Forces personnel and of persons in (2) and (3) above

(5) United States personnel who are special invitees possessing current Department of Defense or a military service department invitational travel orders.

(6) Dependents of United States personnel assigned to United States elements of any North Atlantic Treaty Organization military headquarters or agency when common facilities are used and that the Secretary of Defense has authorized to receive United States support

(7) Other United States nongovernmental, nonmilitary individuals and agencies in oversea military commands for whom military logistical support is authorized in joint military regulations (e.g., USO, American Red Cross).

CATEGORIES OF RECORDS IN THE SYSTEM:

AEZ Form 6-106, Noncombatant Information Card. It contains information on the following:

Sponsor. Name, grade, date arrived in theater, data of return from overseas; SSAN; organization and duty section; occupation specialty; branch of service or agency; military post or base name and city location; building number; room number; duty phone; ZIP Code; and APO or FPO.

Noncombatant. Local residence street number and name and city; area; building number; apartment number; home phone; ZIP Code; date assigned; Continental United States residence street number and name or Post Office Box number; city; state or terriroty; and ZIP Code.

Vehicle. vehicle number(s) and make(s); year(s); and capacity.

Names of all noncombatants. for each: passport number; SSAN; relationship; month and year of birth; whether or not has an identification tag; immunization record; and if or if not a driver of vehicle.

Briefings. Briefing by supervisor to sponsor; warden to noncombatant; route reconnaissance; and noncombatant Evacuation Operations rehersal. For each of the above items, dates information given; by whom given; frequency of review items; date and signature of sponsor and supervisor for each of the items to authenticate that all above items reviewed as required.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U.S.C., Section 3012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by the Chief, Management Support Division, to determine preparedness of noncombatants for evacuation, if required.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Information is recorded on 8 x 10 1/2 cardboard cards and filed in notebook binder.

RETRIEVABILITY:

Information is retrieved manually by name.

SAFEGUARDS:

Records are filed in file cabinet and maintained in a restricted area which is accessible only to authorized personnel who are required to be in the area where records are kept.

RETENTION AND DISPOSAL:

Records are not permanent. Records are updated as changes occur and destroyed on departure of the sponsor from DCA-Europe.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Management Support Division, DCA-Europe, APO New York 09131.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Chief, Management Support Division, DCA European Area, APO New York 09131. The full name of the requesting individual will be required to determine if the system contains a record of the requester. As proof of identity, the requester, if assigned to DCA European Area, must present a current DCA identification badge or current motor vehicle operator's license. If not assigned to the DCA European Area but still in the military service the requester must provide a current motor vehicle driver's license or Social Security Account Number. If no longer affiliated with the Department of Defense must provide Social Security Account Number.

RECORD ACCESS PROCEDURES:

Contact the Chief, Management Support Division, DCA European Area, APO New York 09131, for assistance.

CONTESTING RECORD PROCEDURES:

The DCA rules for access to records for contesting contents and appealing initial determination by the individual concerned are contained in DCAI 210-225-2 or in 32 CFRPart 287a.

RECORD SOURCE CATEGORIES:

Information is furnished by the individual concerned; or from official records provided by personnel offices of the 1141st US Air Force Special Activities Squadron; Headquarters, European Command, Army, Navy, Air Force and Marine Corps Elements; Stuttgart Area Civilian Personnel Office; and the US Finance and Accounting Office, Europe.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

KEUR.10

SYSTEM NAME:

Personnel File.

SYSTEM LOCATION:

Management Support Division, Defense Communications Agency, (DCA) European Area, APO New York 09131.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military and civilian personnel assigned to Headquarters, DCA European Area.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records consist of security clearance data (Air Force Form 47: Certificate of Eligibility and Record of Personnel Security Clearance, and DCA Form 548: Status of Clearance); record of requests for changes to assignment; job title and position (Air Force Form 2095: Assignment/Personnel Action, and Standard Form 52: Request for personnel action); leave data; special orders published by the DCA European Area pertaining to additional duties; and sponsorship information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U.S.C. 136(b).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by the Chief, Management Support Division, to verify security clearance status, initiate personnel actions such as effectiveness reports, changes in position, title or assignment; record of additional duties, and related routine personnel and administrative matters.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records filed in folder.

RETRIEVABILITY:

Information is retrieved by name.

SAFEGUARDS:

Records are maintained in a safe accessible only to personnel authorized in the performance of their official duties.

RETENTION AND DISPOSAL:

Records are maintained one year after departure of the individual from the DCA-European Area and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Management Support Division, DCA European Area, APO New York 09131.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Chief, Management Support Division, DCA European Area, APO New York 09131. The full name of the requesting individual will be required to determine if the system contains a record of the requester. As proof of identity, the requester, if assigned to DCA European Area, must present a current DCA identification badge or current motor vehicle driver's license or Social Security Account Number. If no longer affiliated with the Department of Defense must provide Social Security Account Number.

RECORD ACCESS PROCEDURES:

Contact the Chief, Management Support Division, DCA European Area, APO New York 09131, for assistance.

CONTESTING RECORD PROCEDURES:

The Defense Communications Agency rules for access to records for contesting contents and appealing initial determination by the individual concerned are contained in DCAI 210-225-2 or in 32 C.F.R. Part 287a.

RECORD SOURCE CATEGORIES:

Information is furnished by the individual concerned; or from official records provided by personnel offices of the 1141st US Air Force Special Activities Squadron; Headquarters, European Command, Army, Navy, Air Force and Marine Corps Elements; Stuttgart Area Civilian Personnel Office; and the US Finance and Accounting Office, Europe.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

KMIN.01

SYSTEM NAME:

Minority Identification File List

SYSTEM LOCATION:

Office of the Director of Equal Employment Opportunity, Headquarters, Defense Communications Agency (DCA), Washington, D.C.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Each civilian employee of DCA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Employee's name; social security number; grade and step; salary, job title; race or national origin; sex; DCA office code; and occupation code.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual Chapter 713, Section 3-4(c) 'Use of Statistical Data; Agency Self-Evaluation.'

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used exclusively by the Director of Equal Employment Opportunity in studies and analyses that contribute affirmatively to achieving the objectives of the Equal Employment Opportunity Program. That is, the list is used to identify whether or not any bias patterns may exist in hiring, advancement, and training opportunities and also to provide information to the Civil Service Commission in affirmative action plans.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The record is stored in a locked file cabinet.

RETRIEVABILITY:

Retrieved by the grade, job title, race or sex of employees, and SSAN.

SAFEGUARDS:

Building employs security guards. List locked in file cabinet. Only the Director of Equal Employment Opportunity has access.

RETENTION AND DISPOSAL:

The record is destroyed annually.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Equal Employment Opportunity, Headquarters, DCA (ATTN: Code 107), Washington, D.C. 20305.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Director of Equal Employment Opportunity, Headquarters, DCA, Code 107. The individual's full name and organization will be required to determine if the system contains a record about him or her. The requester may visit the Office of Equal Employment Opportunity, Headquarters, DCA, Code 107, to obtain information on whether the system contains records pertaining to him or her. Proof of identity will be by presentation of current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Director of Equal Employment Opportunity, Headquarters, DCA, Code 107, for assistance in this regard. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Personnel Processing Clerks and personnel records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KNCS.01

SYSTEM NAME:

National Communications Systems Continuity of Operations Plan (NCS COOP).

SYSTEM LOCATION:

Office of the Manager National Communications Systems, 8th and South Court House Road, Arlington, Virginia 22204.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All members of the National Communications Systems Staff.

Selected individuals of the National Communications Systems/ Defense Communications Agency Operations Center (NCS DCAOC).

Selected telecommunications officials of the major and minor NCS Operating Agencies and selected personnel of Federal agencies in the Washington Metropolitan Area.

Selected key personnel of the commercial communications carriers, for example, American Telephone & Telegraph (AT&T) Company, Chesapeake & Potomac (C&P) Telephone Company, Western Union Telegraph Company, etc.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains a plan which provides the guidance and procedures for insuring the continuity of operations of the Office of the Manager, NCS, and the NCS/DCAOC in the event of enemy attack, periods of international crisis, tension, or national catastrophe. It provides a roster giving the office and residence phone numbers of personnel to contact as as emergency situation develops.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Presidential Memorandum, Subject: Establishment of the National Communications System, 21 August 1963.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Office of the Manager, NCS - To apprise individuals on the staff of their responsibilities and emergency relocation assignments in conditions of emergency.

Selected telecommunications officials of the NCS - Certain designated personnel of Office of Telecommunications Policy (OTP), Executive Office of the President, the Executive Agent of the NCS (who is the Secretary of Defense), the Department of State, Department of Defense, Federal Aviation Administration, General Services Administration, National Aeronautics and Space Administration, and the Central Intelligence Agency use this plan as their guidance for procedures to follow under conditions of emergency. Provides them the focal point for contacts and coordination on short notice.

Certain telecommunications officials of the Office of Telecommunications Policy, Executive Office of the President, the Executive Agent of the NCS (who is the Secretary of Defense), the Department of State, the Department of Defense, Federal Aviation Administration, General Services Administration, Central Intelligence Agency, Energy Research and Development Administration, the Department of Commerce and Department of the Interior. - To be informed of their responsibilities in the face of worsening emergency conditions and to know where to report.

Selected personnel of the following commercial carriers: AT&T Company, offices in New York and and Washington, D.C., C&P Telephone Company Headquarters, General Telephone and Electronics, International Telephone & Telegraph (IT&T) Corporation, offices in New York and Washington, D.C., Radio Corporation of America Company, offices in New York, San Francisco, California and Washington, D.C., Western Union International and Western Union. - To be knowledgeable of current telecommunications problems so that certain priorities for support and services can be coordinated with designated Federal officials.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

This is a classified plan filed in standard secure safes.

RETRIEVABILITY:

Filed by category of plan.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

This is a permanent plan. It will be an active file indefinitly and will be updated periodically by the Manager, NCS.

SYSTEM MANAGER(S) AND ADDRESS:

The Manager, National Communications System, Washington, D.C. 20305.

NOTIFICATION PROCEDURE:

Information may be obtained from the Office of NCS Plans and Operations, 8th and South Court House Road, Arlington, Virginia 22204.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the Manager, National Communications System, Washington, D.C. 20305.

Written requests should contain the full name of the individual, current address and telphone number.

For personal visits, the individual should be able to provide some acceptable identification.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Informal coordination with representatives of the agencies concerned. Informal telephonic coordination with personnel of the common carriers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KNCS.02

SYSTEM NAME:

National Communications System (NCS) Plan for Emergencies and Major Disasters.

SYSTEM LOCATION:

Office of the Manager, National Communications System, 8th and South Court House Road, Arlington, Virginia 22204.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Federal Disaster Assisstance Administration (FDAA) Regional Directors.

General Services Administration (GSA) Regional Emergency Communications Coordinators.

Selected members of the National Communications Sysytem Staff.

Defense Civil Preparedness Agency (DCPA) Regional Directors.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains a plan which prescribes procedures for providing communication support in Presidentially declared emergency and major disaster operations. It provides the names, office and residence phone numbers of the key Federal personnel nationwide to contact and coordinate communications support in emergencies and major disasters.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Presidential Memorandum, Subject: Establishment of the National Communications System, 21 August 1963.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Office of the Manager, NCS - To ensure that Federal agencies and certain telecommunications officials understand what their responsibilities and functions are in pre-disaster planning.

Regional representatives of FDAA, GSA, and DCPA - To know under which conditions of emergency they are to function and what roles they perform under each phase.

personnel assigned to States' Emergency Operations Center To know where the focal points are to contact for assistance.

Quasi-government agencies - (i.e., American National Red Cross) - To know where the focal points are to contact for assistance.

Major US telephone companies - To be informed on the plan and which regional representative will be contacting the telephone companies for assistance in conditions of disaster.

All Federal departments and agencies of the US Government in the Washington Metropolitan area - To be knowledgeable of the provisions made in the plan to assist their agencies located outside the Washington Metropolitan area.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The plan is filed in the office bookcases.

RETRIEVABILITY:

Filed by category of plan.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accesible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

This is a permanent plan. It will be an active file indefinitely and will be updated periodically by the Manager, NCS.

SYSTEM MANAGER(S) AND ADDRESS:

The Manager, National Communications System, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from the Office of NCS Plans and Operations, 8th and South Court House Road, Arlington, Virginia 22204.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the Manager, National Communications Systems, Washington, D.C. 20305.

Written requests should contain the full name of the individual, current address and telephone number.

For personal visits, the individual should be able to provide some acceptable identification.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Names of regional representatives, state officials, and Federal agency representatives secured through an Interagency Task Group established for the purpose of publishing the plan with this information. Information on major US telephone companies secured from an American Telephone & Telegraph Company Washington office representative.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KNCS.03

SYSTEM NAME:

National Communications System Emergency Action Group (NEAG)

SYSTEM LOCATION:

Office of the Manager, National Communications System (NCS), 8th and South Court House Road, Arlington, Virginia 22204.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Selected communications officials of the major operating agencies of the National Communications System who are designed by name as members of an interagency telecommunications group (NEAG) which is convened under national communications emergencies.

Selected personnel on the National Communications System Staff.

CATEGORIES OF RECORDS IN THE SYSTEM:

This file contains the objectives, membership and activation procedures for the National Communications System Emergency Action Group (NEAG) which is an on-call interagency telecommunications group whose purpose is to assist the Manager, NCS, in dealing with national communications emergencies. This NCS Instruction 45-1 lists the members of the group by name and gives the office and residence phone numbers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Presidential Memorandum, Subject: Establishment of the National Communications System, 21 August 1963.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Office of the Manager, NCS, - To inform the NCS staff of its responsibilities under conditions of a worsening emergency and who to contact in the Federal agencies to keep them apprised.

Selected telecommunications officials of the Major Operating Agencies of the NCS which are: Department of State, Department of Defense, Federal Aviation Administration, General Services Administration, National Aeronautics and Space Administration, and the Central Intelligence Agency – To be informed on the conditions of emergency under which the NEAG convenes and the total membership thereof for purposes of immediate coordination.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

This is a classified directive which is filed in standard secure safes.

RETRIEVABILITY:

Filed by category of plan.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

This is a permanent directive. It will be an active file indefinitely and will be up-dated periodically by the Manager, NCS.

SYSTEM MANAGER(S) AND ADDRESS:

The Manager, National Communications System, Washington, D.C. 20305.

NOTIFICATION PROCEDURE:

Information may be obtained from the Office of NCS Plans and Operations, 8th and South Court House Road, Arlington, Virginia 22204.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the Manager, National Communications System, Washington, D.C. 20305.

Written requests should contain the full name of the individual, current address and telephone number.

For personal visits, the individual should be able to provide some acceptable identification.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Informal coordination with representatives of the NCS member agencies concerned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KPAC.01

SYSTEM NAME:

Classified Container Information Form DA 727

SYSTEM LOCATION:

Headquarters, Defense Communications Agency Pacific (DCA-PAC), APO San Francisco 96515

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any DCA-PAC employee who is responsible for the combination of a vault or container used for the storage of classified material.

CATEGORIES OF RECORDS IN THE SYSTEM:

DA Form 727 which contains name, address, and phone number.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used to obtain the names of persons who have direct knowledge of the combination of a safe or vault.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in safe.

RETRIEVABILITY:

Filed numerically by divisions.

SAFEGUARDS:

Records are maintained in a locked vault.

RETENTION AND DISPOSAL:

Destroyed when obsolete.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officer, Defense Communications Agency Pacific, APO San Francisco, California 96515.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Security Officer, Defense Communications Agency Pacific, APO San Francisco, California, 96515. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the Security Officer, DCA-PAC, APO San Francisco 96515, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Security Officer, DCA-PAC, APO San Francisco, California 96515. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency'S systems notice and should be referenced by the requestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Security Officer, DCA-PAC, APO San Francisco, California 96515.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KPAC.02

SYSTEM NAME:

Authorization to sign for classified material lists.

SYSTEM LOCATION:

Primary Systems Management, Defense Communications Agency Pacific, (DCA-PAC), ATTN: P200, APO San Francisco, California 96515.

Decentralized Segments - Individual divisions of DCA-PAC

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All employees of DCA-PAC authorized to receipt for, have custody of or access to classified material by level and type of classifiaction.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records include lists of individuals authorized to receipt for or have access to classified material, appointing letters as primary and alternate custodians, control officers, etc., and other miscellaneous documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information from these files is used to determine who has authority to receipt for and maintain custody of classified material.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are paper records stored in file folders

RETRIEVABILITY:

Records are filed by the type of material the individual is authorized access.

SAFEGUARDS:

Records are stored in locked vault or with copies maintained in locked file cabinets in the office of the division to which the file is applicable.

RETENTION AND DISPOSAL:

Records are maintained during the period the employee is authorized access to the particular material, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officer, Defense Communications Agency Pacific, APO San Francisco, California 96515.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Security Officer, DCA-PAC, APO San Francisco, California 96515. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the

Security Officer, DCA-PAC, APO San Francisco, California, 96515, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification Badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Security Officer, DCA-PAC, APO San Francisco, California, 96515. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The DCA rules for access to records and for contesting contents by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information obtained from the Army, Navy, Air Force, Civil Service Commission filess or security files of DCA Headquarters.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KPAC.03

SYSTEM NAME:

420-20 permanent change of station and temporary duty travel order file.

SYSTEM LOCATION:

Primary System, Management Support Division, Headquarters, Defense Communications Agency Pacific (DCA-PAC), APO San Francisco 96515

Decentralized segments: NCS PEARL Harbor, FPO San Francisco, California 96610; CCPD WBO, NAS Barbers Point, FPO San Francisco, California 96611, and appropriate offices of the Army, Navy, and Air Force.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Those DCA-PAC personnel who are required to perform temporary travel and individuals who are transferred from this headquarters on permanent change of station orders issued by competent authority.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records would include copies of original travel order, travel claims and substantiating documents, i.e., receipts for car rental, air line tickets, travel requests, laundry services, lodging, records of advance travel payments and other miscellaneous vouchers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code 133 (b).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Copies of temporary duty and permanent change of station orders issued by Headquarters, DCA-PAC are used by Chief, Management Support Division to obligate funds for payment of claims, obtain transportation requests and to account for the movement of assigned personnel. Permanent change of station orders are filed in order to forward mail.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Information is accessed and retrieved by name, social security number and/or order number.

SAFEGUARDS:

Records are stored in file cabinets in offices locked during non-duty hours.

RETENTION AND DISPOSAL:

Permanent change of station and temporary duty orders issued by Headquarters, DCA-PAC are temporary. They are retained in the active files for one year, held for three additional years, then destroyed. Permanent change of station orders issued by other commands/agencies are maintained for one year and subsequently destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Management Support Division, P200, Headquarters, DCA-PAC

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Management Support Division, P200, Headquarters, DCA-PAC. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Management Support Division, P200, Headquarters, DCA-PAC, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Management Support Division, P200, Headquarters, DCA-PAC. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information supplied by Headquarters, DCA-PAC, Army, Navy or Air Force as appropriate plus individual travel claims filed in conjunction with a particular permanent change of station and temporaty duty movement.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KPAC.04

SYSTEM NAME:

Time and attendance cards and labor distribution cards

SYSTEM LOCATION:

Primary Systems Management, Naval Communications Station (NCS), Pearl Harbor, FPO San Francisco 96610

Decentralized segments - Individual Division of Defense Communications Agency Pacific (DCA-PAC).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees assigned to Headquarters, DCA-PAC.

CATEGORIES OF RECORDS IN THE SYSTEM:

Forms included in this file are: NAVCOMPT FM 911A (REV 7-55) and Labor Distribution Card. 14ND NSC 5230/28 (9-69).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual Supplement 293-11, Subchapter 57-2

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information from these files is used to compute payrolls, compute the amount of annual/sick leave accumulated and used as set forth in Civil Service Regulations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored on paper cards maintained in file folders.

RETRIEVABILITY:

Files individually identified by name and social security number.

SAFEGUARDS:

Records are stored in locked file cabinets located in offices locked during non-duty hours.

RETENTION AND DISPOSAL:

Records are maintained during the period the employee is attached to DCA-PAC, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Management Support Division, Headquarters, DCA-PAC, APO San Francisco, California 96515.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Management Support Division, Headquarters, DCA-PAC. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Management Support Division, Headquarters, DCA-PAC, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Management Support Division, Headquarters, DCA-PAC. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Records prepared from individual's attendance (duty) compiled by Headquarters, DCA-PAC in accordance with Civil Service Commission Regulations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KPAC.05

SYSTEM NAME:

403-03 Injury Records

SYSTEM LOCATION:

Management Support Division, Headquarters, Defense Communications Agency Pacific (DCA-PAC), APO San Francisco, California 96515

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Those DCA-PAC employees, both military and civilian, who sustain an injury in the performance of their duties.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records would include copies of investigative reports compiled by police, either military or civilian, statements from witnesses, medical records, insurance claims, and other miscellaneous documents relating to specific accident.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code 133 (b).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To maintain records on industrial safety and make periodic reports to higher headquarters.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Retrieved by name and social security number.

SAFEGUARDS:

Records are stored in locked file cabinets.

RETENTION AND DISPOSAL:

Records are temporary. They are retained in active files for one year, held one additional year and destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Management Support Division, Defense Communications Agency Pacific, APO San Francisco, California 96515.

NOTIFICATION PROCEDURE:

Request from individuals should be addressed to Chief, Management Support Division, DCA-PAC, APO San Francisco, California, 96515. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Management Support Division, DCA-PAC, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Management Support Division, DCA-PAC, APO San Francisco 96515. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information supplied by the individual, witnesses, investigative and medical agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KSPT.01

SYSTEM NAME:

Military Personnel Management/ Assignment Files

SYSTEM LOCATION:

Military Personnel and Training Branch, B120, National Military Command System Support Center (NMCSSC)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records are maintained on military personnel of the Army, Air Force, Navy and Marine Corps currently assigned to the Defense Communications Agency.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records contain qualification records, duty status, special orders, assignment actions, personnel action requests, and suspense items for individuals to update Military Personnel Record maintained by the Military Department's Personnel Office. The category of data maintaned is: personal identification, assignment history and eligibility, medical profile status and military and civilian education history.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code 3012, 6011, 8012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

NMCSSC uses this information to manage the military personnel assigned. The majority of the information is furnished by the Military Departments. This information is used: to determine acceptance/non-acceptance for

assignment to the NMCSSC, to determine qualifications for requirements peculiar to the NMCSSC, performance evaluations, position manning reports, strength accountability, data upon which to base individual requests for personnel actions, and biographical and statistical reports to top NMCSSC management.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in file folders and locked in filing cabinets.

RETRIEVABILITY:

Information is accessed and retrieved by name.

SAFEGUARDS:

Building employs security guards. Records are maintained in area which is accessible only to authorized personnel that are properly screened, cleared, and their duties require them to be in the area where the records are maintained.

RETENTION AND DISPOSAL:

Records are not permanent. They are destroyed upon reassignment from this Agency.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Executive Support Office, Code B120, NMCSSC.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Commander, NMCSSC, B121B. The full name, rank, and social security number of the requesting individual will be required to determine if the system has a record about the individual. The requestor may visit the Military Personnel and Training Branch, B120, NMCSSC, to obtain information on whether the system contains records pertaining to the individual. As proof of identity the requestor will present his U.S. Armed Forces Identification Card.

RECORD ACCESS PROCEDURES:

Contact the Commander, NMCSSC. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's Systems Notice and should be referenced by the requestor.

CONTESTING RECORD PROCEDURES:

The NMCSSC's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Basic sources of data are the Military Departments: Army, Air Force and Navy. Qualification records furnished when the individual is nominated for assignment to the NMCSSC. The types of forms that are used as source data are: Army DA Form 2475-2 (Personnel Data-SIDPERS), DA Form 31 (Request and Authority for Leave), DA Form 2/2-1 (Qualification Record), PERSINCOM Form 260 fficers Record Brief), Special Orders; Air Force AF Form 47 (Personnel Security Certificate), AF Form 298-1 (Career Brief Officer), AF Form 1074 (Career Brief Enlisted), AF Form 173 (Career Counseling Record), AF Form 899 (Reassignment Orders), AF Form 152/988 (Leave Forms), AF Forms 2095/2096/2097/2098 (Personnel Actions Forms); Navy Career Brief Officers, NAVPERS 1070/602 (Dependency Application/ Record of Emergency Data), Orders, OPNAV Form 5521-429 (Certificate of Clearance); Marine Corps, Career Brief All services file letters, messages and general correspondence, DA Form 2496 (Disposition Form), relative to the individuals assigned to the NMCSSC

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KWHC.01

SYSTEM NAME:

Agency Training File System

SYSTEM LOCATION:

Primary System-Adjutant, Defense Communications Administrative Unit Address listed DoD Directory.

Decentralized Segements-Defense Communications Operations Unit, White House Communications Defense Communications Support Unit. Address listed in DoD Directory.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any military employee undergoing formal, informal, on the job, or MOS training.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual training cards and information on training progress and testing during the course of instruction and application.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S. Code Chapter 41.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Provide agency and individual training for job efficiency and advancement. Used to increase efficeincy and individual production. Qualify individuals in all occupations and details within agency. Meet service requirements for annual occupation testing. Instill confidence and motivation for self-improvement and enhance promotion potential. Establish clear path for increase in qualification throughout career development.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records and cards in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are permanent. They are retained in active file during active career, retired to service transfer point on release from active duty.

SYSTEM MANAGER(S) AND ADDRESS:

Adjutant, Defense Communications Administrative Unit (DCAU), Building 94, Anacostia Naval Station, Washington, D.C. 20374.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Adjutant, DCAU, Anacostia Naval Station. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Adjutant, DCAU, Bldg 94, Anacostia Naval Station, Washington, D.C. 20374

Written requests for information should contain the full name of the individual, current address and telephone number and category information requested.

For personal visits, the individual should be able to provide some acceptable identification, that is driver's license, employee identification or military identification card.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Application and related forms from individual, performance tests, recommendations, service departments, written tests, previous commands and records custodians.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KWHC.02

SYSTEM NAME:

Military Personnel Files System

SYSTEM LOCATION:

Primary System - Adjutant, Defense Communications Administrative Unit. Address listed DoD Directory.

Decentralized Segments - Defense Communications Operations Unit, White House Communications, Defense Communications Support Unit. Address listed in DoD Directory.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All assigned or attached military personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain individual's enlistment contract, MOS evaluation data, Serviceman Life Insurance Elections, Emergency Data, Record of Induction, Qualification Record, Oath of Office, Recommendation for Promotion, Medical Examination, Retirement Application, Correction of Records, Report of Transfer or Discharge, Review for Correction of Discharge, Language Proficiency, Police Records Check, Statement of Personal History, Application for ID Cards, Recommendations for Awards, Awards, Certificate of Security Clearance, Cryptographic Training and Experience Record, Defense National Agency Check Request, Oath of Enlistment, Certificate of Achievement, Reports of Change to Qualification Record, In/Out Processing Check Sheet, Installation Clearance Record, Hold Letters, Personnel Data Card, Assignment, Waiver of Enlistment, Enlisted Evaluation Report, Change in Reporting Official, Career Counseling Record, Training Upgrade, Passport Application, Letters of Recommendation and Appreciation, Commendation, Special Orders, TDY Orders, Personnel Action requests, Certificates of Appreciation and Commendation, Extension Certificates, Officer Evaluation Reports, Application for Appointment, Application for Active Duty, Application for Social Security Number, Suspension of Favorable Personnel Action, Sign In/Out Register, Morning Reports, Leave Request, Suspense File, Duty Roster.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code 3012, 6011, 8012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Provide management and control of military personnel and monitor and assist in personnel actions affecting their entire career. Used to classify and reclassify personnel and monitor testing, assign and reassign personnel, process and assign overseas and Continental United States (CONUS), provide port call instructions, provide rosters, promotion and reduction, training schooling, special assignments, details, disciplinary action rotation, fix personnel authorization, determine authorizations, submit personnel requisitions, monitor utilization, identify personnel for elimination, proficiency testing, report promotion eligibles, process retirement, enlistments, branch transfers, extensions, curtailments, Awards, foreign service decorations, special correspondence, security clearance, photographs, appointment, emergency leave, report casualities, dependent travel, marriage, adoption, readiness files, travel clearance, passports, visa, service benifits, life insurance, voting, control of identification cards and tags, maintain historical record of service, strength, prepare rosters and reports for personnel information systems, process incoming and out going personnel, prepare personnel data cards, obtain security clearance. Transfer information to Department of the Army, Air Force, and Navy, Washington, D.C. 20310.

Disclosure to investigate Authorities on possible prosecution Action. Department of Service, Staff Agencies and commands, to coordinate and control and accomplish assigned mission of military personnel. Develop requirements and training of military personnel world-wide.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records and cards in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are permanent. They are retained in active file during active career, retired to service transfer point on release from active duty.

SYSTEM MANAGER(S) AND ADDRESS:

Adjutant, Defense Communications Administrative Unit (DCAU), Building 94, Anacostia Naval Station, Washington, D.C. 20374.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Adjutant, DCAU, Anacostia Naval Station. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current Defense Communications Agency identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Adjutant, DCAU, Bldg 94, Anacostia Naval Station, Washington, D.C. 20374.

Written Request for information should contain the full name of the individual, current address and telephone number and category information requested.

For personal visits, the individual should be able to provide some acceptable identification, that is drivers license, employee identification or military identification card.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Application and related forms from the individuals, service departments, Defense investigative service, previous commands, Federal and State Agencies and records custodians.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KWHC.03

SYSTEM NAME:

Personnel Locator File System

SYSTEM LOCATION:

Primary System-Adjutant, Defense Communications Administrative Unit. Address listed DoD Directory.

Decentralized Segements-Defense Communications Operations Unit, White House Communications, Defense Communications Support Unit. Address listed in DoD Directory.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All assigned, attached or controlled personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain individual information categories of states, occupation, MOS, marital status, dependents, active service dates, separation, rank, home, telephone, duty title, station, home of record, unit, emergency contact and location, and rotation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code 133(b).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Provides individual and supervisors a purely internal management tool designed to be used when individuals do not have immediate access to military personnel files. Used for Emergency location and notification of personnel under unusual circumstances. Used in normal notification and forwarding of information, messages and mail. Used in event of loss of individual military records and in preparation of recommendations for promotion, awards, reduction, discipline and personnel actions. Used on leave approval, travel, enlistments, training and security clearances.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records and cards in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are retained during individual assignment and destroyed upon transfer.

SYSTEM MANAGER(S) AND ADDRESS:

Adjutant, Defense Communications Administrative Unit (DCAU), Building 94, Anacostia Naval Station, Washington, D.C. 20374.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Adjutant, DCAU, Anacostia Naval Station. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Adjutant, DCAU, Building 94, Anacostia Naval Station, Washington, D.C. 20374.

Written requests for information should contain the full name of the individual, current address and telephone number and category information requested.

For personal visits, the individual should be able to provide some identification or military identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Military Personnel Files and individual submission.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KWHC.04

SYSTEM NAME:

Military Financial File System.

SYSTEM LOCATION:

Primary System - Adjutant, Defense Communications Administrative Unit. Address listed DoD Directory.

Decentralized Segements - Defense Communications Operations Unit, White House Communications, Defense Communications Support Unit. Address listed in DoD Directory.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All assigned or attached military personnel

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's military pay records, substantiating documents, such as certificates for deduction's and retained pay orders, records of travel and dislocation pay, record data folder, miscellaneous vouchers, leave records, witholding exemption certificate, civilian clothing voucher and various collection vouchers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code 133(b).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Maintain historical record of all pay. Administer military pay and allowance in a accurate and legal manner. Provide maximum benefits, provide input data, substantiate pay, process morning reports, provide pay allowances, provide income tax information, referrals to Department of Justice and DoD, prompt processing miscellaneous pay, post travel cards, audit leave record, process adjustments, notice of exemptions and levy, provide copys to individual, verify VA benefits, audits, re-emburse travel, maintain accuracy.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records and cards in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are permanent. They are retained in active file during active career, retired to service transfer point on release from active duty.

SYSTEM MANAGER(S) AND ADDRESS:

Adjutant, Defense Communications Administrative Unit (DCAU), Building 94, Anacostia Naval Station, Washington, D.C. 20370

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Adjutant, DCAU, Anacostia Naval Station. The full name of the requesting individual will be

required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Adjutant, DCAU, Bldg 94, Anacostia Naval Station, Washington, D.C. 20374.

Written requests for information should contain the full name of the individual, current address and telephone number and category information requested.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employee identification or military identification card.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determiations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Application and related forms from the individual requesting pay action, service departments and command document, state and federal agencies and records custodians, birth certificates, marriage licenses, previous employees, and financial institutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KWHC.05

SYSTEM NAME:

Personnel Information System

SYSTEM LOCATION:

Primary System - Adjutant, Defense Communications Administrative Unit. Address listed DoD Directory.

Decentralized Segements-Defense Communications Operations Unit, White House Communications, Defense Communications Support Unit. Address listed in DoD Directory.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All assigned or attached personnel

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain individual information categories of procurement, positions, duty, hold, location, address, suspense actions, passports, separation, birthdays, service badges, medal eligibility, survivor benefits, promotion, photographs, physicals, projected loss, orders, MOS testing, information change, rotation, state, age dependents, travel and duty status change.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code 133(b).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Provide verification and notification to individual on accuracy of military personnel file. Used to verify, correct and update procurement summaries, locator files, address, suspense items, passports, separation dates, service badge eligibility, medal eligibility, clothing allowance eligibility, survivor benefits, promotion eligibility, photograph and physical completion, personnel rosters, loss reports, referral to Justice Department and DoD, issuance of orders, MOS testing, notification change and new dependents. Used by individual to insure accuracy of Agency information.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records and cards in file folders.

RETRIEVABILITY:

Filed by information category.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are destroyed after verification by individual and posting in military personnel files.

SYSTEM MANAGER(S) AND ADDRESS:

Adjutant, Defense Communications Administrative Unit, Building 94, Anacostia Naval Station, Washington, D.c. 20374.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Adjutant, defense Communications Administrative unit, anacostia Naval Station. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Adutant, Defense Communications Administrative Unit, Building 94, Anacostia Naval Station, Washington, D.C. 20374.

Written requests for information should contain the full name of the individual, current address and telephone number and category of information requested.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employee identification or military identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Military Personnel File, application from individual, service departments, previous commands, Federal and State Agencies and record custodians.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KWHC.06

SYSTEM NAME:

Personnel Security Files

SYSTEM LOCATION:

Primary System-Adjutant, Defense Communications Administrative Unit. Address listed DoD Directory.

Decentralized Segments-Defense Communications Operations Unit, White House Communications, Defense Communications Support Unit. Address listed in DoD Directory.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty military personnel, DoD Civilian employees, and DoD Contractor Personnel nominated and approved for assignment to the White House Communications Agency (WHCA).

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain individual nominations for assignment to the WHCA. Files include retained copies of individuals' Statements of Personal History; periodic updates of statement of personal history data; individual building pass and identification security badge requirements; security briefing certificates; reports of involvements in accidents and incidents; retained copies of application for off-duty employment; notification of security clearance indoctrination/debriefing; notification of completion of spouse National Agency

Checks; individual certificates of clearances; personal interview results.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Nomination files for assignment to WHCA are initiated to transmit completed background investigations to the following activities (in the order listed):

The Office of the Special Assistant to the Secretary and Deputy Secretary of Defense.

The Office of the Military Assistant to the President.

The Staff Assistant for Security, Office of the Counsel to the President;

Special Agent in Charge, Technical Security Division, United States Secret Service.

Nomination files are used to evaluate the background, character, and qualifications of persons for assignment to the agency.

Statements of Personal History, as well as the periodic update of personal history data, is used to furnish the Defense Communications Agency, the White House Office, and other Federal Agencies personal data on applicants for assignment or duty with the agency. Statements of Personal History serve as the basis for initiation of background investigations and assessing the eligibility of individual for special access programs.

Individual pass and security identification requirements records are collected to control or limit access of personnel to sensitive facillties.

Individual reports of involvements in accidents or incidents are used to monitor the security and security-related conduct of personnel who are assigned to a Presidential support activity and who have access to classified information.

Individual requests for approval of off-duty employment of active duty military personnel. The formal request documents that a determination has been made that the off-duty employment does not involve any conflict of interest.

Retained copies of notifications of the indoctrination of personnel for various security clearances and special access programs. Notifications are used to insure that only properly indoctrinated personnel are permitted access to these security clearances and programs.

Retained copies of correspondence advising the Commander, Naval Support Facility, Camp David, Maryland, of the completion of a National Agency Check on the spouses of WHCA personnel assigned to Camp David. Notifications are used as the basis for the preparation of access lists to Camp David.

Individual certificates of security clearances issued by the Defense Communications Agency. These certify that personnel assigned to the agency have met all requirements for access to classified material.

Interview notes dealing with the personal interview of individuals tentatively accepted for assignment to the White House Communications Agency, pending completion of the bakcground investigation. Notes are used to assess the overall qualifications of personnel tentatively selected for assignment to the agency.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records and cards in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are permanent. They are retained in active status during period of access and retired to records storage facility.

SYSTEM MANAGER(S) AND ADDRESS:

Adjutant, Defense Communications Administrative Unit, Building 94, Anacostia Naval Station, Washington, D.C. 20374.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Adjutant, Defense Communications Administrative Unit (DCAU) Anacostia Naval Station. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requestor must present a current Defense Communications Agency (DCA) identification badge or driver's license, license.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Adjutant, (DCAU),Bldg 94, Anacostia Naval Station, Washington, D.C. 20374

Written requests for information should contain the full name of the idividual, current address and telephone number and category information requested.

For personal visits, the individual should be able to provide some acceptable identification, that is driver's license, employee identification or military identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Statements of Personal History and related personal information forms and reports from each individual; Notification of personal (security) clearance from the Defense Communications Agency and other appropriate Federal Agencies; incident and accident reports from the investigating agency.

Card files are originated in the Security Office, White House Communications Agency, extracting pertinent information from the Statement of Personal History and related personal information forms which the individual provides.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KWHC.07

SYSTEM NAME:

Agency Access/Pass File System

SYSTEM LOCATION:

Primary System - Adjutant, Defense Communications Administrative Unit. Address listed DoD Directory.

Decentralized Segments-Defense Communications Operations Unit, White House Communications, Defense Communications Support Unit. Address listed in DoD Directory.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Assigned and attached personnel, contractors, visitors and civilian employees, whose trustworthiness has been established (in accordance with appropriate regulations), who applies for and are granted access to classified records, sites, equipment, containers, or areas within agency's scope of responsibilities.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains registers for recording pertinent information on persons

authorized entry or access to classified records, sites, equipment, containers and areas.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used to record names, signatures and identity of those authorized access.

Used to obtain and grant clearance or extension of clearance for access to classified information, equipment, sites or containers. Used to prevent unauthorized access or disclosure of classified material or information.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records and cards in file folders.

RETRIEVABILITY:

Filed alphabetically by ast name of individual.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are permanent. They are retained in active status during period of access and retired to records holding facility.

SYSTEM MANAGER(S) AND ADDRESS:

adjutant, Defense Communications Administrative unit (DCAU) Bldg 94 Anacostia Naval Station, Washington, D.C. 20374

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Adjutant,(DCAU) Anacostia Naval Station. The full name of the rquesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requestor must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Adjutant (DCAU) Bldg 94, Anacostia Naval Station, Washington, D.C. 20374

Written requests for information should contain the full name of the individual, current address and telephone number and category of information requested.

For personal visits, the individual should be able to provide some acceptable identification, that is a driver's license, employee identification or military identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Application and related forms from the individual requesting access, personnel security clearance from Defense Investigative Service, service staffs, commands and other Federal agencies. Records custodians.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K105.01

SYSTEM NAME:

208.10 Confidential Statement of Employment and Financial Interest.

SYSTEM LOCATION:

Office of the Counsel, Headquarters, Defense Communications Agency (DCA), Code 105.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Those DCA military personnel, on duty, in the rank of Lieutenant Colonel, Commander, or above and those DCA civilian personnel, on duty, in the grade of GS-13 and above whose duties require them to exercise judgment in actions relating to contracting or procurement.

CATEGORIES OF RECORDS IN THE SYSTEM:

The completed DD Form 1555, 'Confidential Statement of Employment and Financial Interests - Department of Defense Personnel'; lists of those DCA employees who must fill out the form. The responsibility for determining the list of which employees must fill out the form is vested in: (1) the Director, DCA, for the Office of the Director; (2) the Deputy Directors, the Comptroller, and the Assistants to the Director for Administration and Personnel for their respective organizations; (3) the Chairman or Chief responsible individual for source selection boards, committees, etc., or bid or proposal evaluation groups, formally designated; and (5) the Chief of Staff, Headquarters, DCA, for any other positions not covered in (1) through (4) above.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

18 U.S. Code 208.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Office of Counsel, DCA. To assure that the applicable DCA personnel refrain from any private business or professional activity or refrain from having any direct or indirect financial interest which would put them in a position where there is a conflict between their private interest and the public interests of the United States, particularly those related to their duties and responsibilities as DCA personnel. And even though a technical conflict may not exist, the Counsel, DCA, must assure that DCA personnel avoid the appearance of such a conflict from a public confidence point of view. The resolution of a conflict or appearance of a conflict may be accomplished by one or more means, such as changes in assigned duties, divestment of a conflicting interest, disqualification for a particular assignment, disciplinary action, or criminal action. A DCA employee who falls within the applicable categories will have his OF8 (the covering form with his position description) stamped with the notation, 'Requires confidential statement of employment and financial interest . as required by DoD Directive 5500.7'.

DCA Management - To review where there is an unresolved conflict of interest and an adverse action is to be taken.

Department of Justice - To review where there is an unresolved conflict of interest and a criminal action is contemplated.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Information is accessed and retrieved by name and organizational assignment.

SAFEGUARDS:

Building employs security guards. Records are stored in locked safe and are accessible only to the Office of Counsel, DCA.

RETENTION AND DISPOSAL:

Records are not permanent. They are retained in an active file until end of fiscal year, then held one additional year in an inactive file and subsequently destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Counsel, Code 105, Headquarters, DCA

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Counsel, DCA, Code 105. The full name and organizational assignment of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Office of Counsel, DCA, Code 105, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact Counsel, DCA, Code 105. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Completed DD Form 1555 supplied by the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K107.01

SYSTEM NAME:

Investigation of Complaint of Discrimination

SYSTEM LOCATION:

Office of the Director of Equal Employment Opportunity, Headquarters, Defense Communications Agency (DCA) (Code 107), Washington, D.C.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of, or applicants for employment with, DCA who have filed formal, written complaints alleging that they had been discriminated against.

CATEGORIES OF RECORDS IN THE SYSTEM:

Signed affidavits; copies of personnel documents; copies of official personnel promotion records; report of investigator; EEO Counselor's report; inter-office memoranda; employee's complaint of discrimination; employee career appraisal reports; letters from complainant's representative.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual, Part 713, 'Equal Opportunity.'

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by the Director of Equal Employment Opportunity in making a recommendation to the Director, DCA regarding the formulation of a finding with regard to whether or not a complaining employee has been discriminated against.

The Director, DCA also examines the system in writing his decision.

Civil Service Commission's Appeal Review Board uses file if appeal is filed with the Board.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Stored in file folders in locked file cabinet.

RETRIEVABILITY:

Retrieved by the name of the complaining employee or applicant.

SAFEGUARDS:

Building employs security guards. Files locked in file cabinet. No one has direct access except for the Director, Equal Employment Opportunity.

RETENTION AND DISPOSAL:

Record is retained until three years after a final decision in the complaint involved and retired to the Washington National Records Center.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Equal Employment Opportunity, DCA (Code 107), Washington, D.C. 20305.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Director of Equal Employment Opportunity, Headquarters, DCA, Code 107. The individual's full name and organization will be required to determine if the system contains a record about him or her. The requester may visit the Office Equal Employment Opportunity, Headquarters, DCA, Code 107, to obtain information on whether the system contains records pertaining to him or her. Proof of identity will be by presentation of current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Director of Equal Employment Opportunity, Headquarters, DCA, Code 107, for assistance in this regard. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial Determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Previous employers and supervisory officials; present supervisor; present and previous co-workers; officials in personnel office; personnel records; payroll records; promotion files; and training and education records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K232.01

SYSTEM NAME:

Travel Orders Records System

SYSTEM LOCATION:

Services Branch, Code 232, and Travel Branch, Code 234, Headquarters, Defense Communications Agency (DCA). Decentralized Segments: Defense Communications Engineering Center Administrative Offices, Code R120; Defense Communications Operations Center, Allocations and Engineering Division, Code N230.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Those DCA military and civilian personnel who have performed official travel in connection with DCA business or employment.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records in the system would cover authorized official travel for civilian, military, and contractor personnel and be comprised of travel orders, transportation requests, commercial carrier transportation and excess baggage tickets, travel advance vouchers, records of travel claims and payments, DD Form 1056, Authorization to Apply for a 'No Fee' Passport. Also supporting documentation including messages, correspondence, and coordination papers. Data in the system would include names, social security numbers, office assignments, rank/grade, DCA office code number, DCA telephone number, home addresses, transportation and per diem allowances and actual amounts paid, and itineries.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code 133(b).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by personnel in the Services Branch, Code 232, and personnel in the Travel Branch, Code 234, Headquarters, DCA, in maintaining appropriate and accountable records for individuals performing official travel on DCA business and to ensure individual travel advances are liquidated.

Eligible records are forwarded to the Department of Justice for possible prosecution for fraud.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in file folders.

RETRIEVABILITY:

Information is accessed and retrieved by the name of the individual.

SAFEGUARDS:

Building employs security guards. Records are kept in security file (MP combination lock) and are accessible only to authorized personnel that are properly screened, cleared and their duties require them to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Records maintained in the Travel Branch, Code 234 are not permanent. They are retained in active file until travel advances are liquidated and then transferred to completed files and held for one fiscal year and subsequently retired to the appropriate Washington National Records Center.

Records maintained in the Services Branch, Code 232, are retained for two years, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Supply and Services Division, Code 230, Headquarters, DCA. Decentralized Segment - Chief, Management Services Office, Defense Communications Engineering Center, Code R120.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Supply and Services Division, Code 230, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the Services Branch, Code 232, Headquarters, DCA, to obtain information whether the system contains records pertaining to him or her for local travel. For other than local travel, the requester may visit the Travel Branch, Code 234, Headquarters, DCA, to obtain information on whether the system contains records pertaining to him or her. In either instance, as proof of identity, the requestor must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Supply and Services Division, Code 230, Headquarters, DCA. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Names and other personnel information on those individuals in the system are obtained/gathered from authorized and approved travel orders issued to the individual concerned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K232.02

SYSTEM NAME:

Injury Record File

SYSTEM LOCATION:

Services Branch, Code 232, Headquarters, Defense Communications Agency (DCA).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Those DCA civilian employees who are treated for an occupational injury or illness by the Dispensary located on the Headquarters DCA Compound.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records in the system are Injury Records, Civilian Employee Health Service (CEHS) Form CH-4 (Rev 10 Jun 64) which shows the date form was completed, name of employee injured, the Department, Agency, Branch, building, room and telephone numbers, date and time of injury, brief description of injury, disposition of case and the signature of the CEHS representative submitting the report.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code 133(b).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by personnel in the Services Branch, Code 232, Headquarters, DCA, to ensure that causes of occupational injuries or illnesses are corrected. Also serves as a tickler file to ensure that a more detailed report (Employees Compensation Forms CA 1 and 2) are due in from the employee.

After screening the CA 1 and 2, they are forwarded to the Civilian Personnel Division, Code 720, Headquarters, DCA, for file in official file folder.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in a 5' x 8' card file box.

RETRIEVABILITY:

Information is accessed and retrieved by the name of the individual

SAFEGUARDS:

Building employes security guards. Records are kept in security file (MP combination lock) and are accessible only to authorized personnel that are properly screened, cleared, and their duties require them to be in the area where records are maintained.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Records are not permanent. They are retained for two years following the date of execution, at which time they are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Supply and Services Division, Code 230, Headquarters, DCA.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Supply and Services Division, Code 230, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Services Branch, Code 232, Headquarters, DCA, to obtain information on whether the system contains records pertaining to him or her. As proof of identity, the requester must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Supply and Services Division, Code 230, Headquarters, DCA. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

The CEHS Representative operating the Dispensary located on the Headquarters, DCA Compound.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K240.01

SYSTEM NAME:

Personnel Security Investigative Dossier File (PSIDF)

SYSTEM LOCATION:

Office of the Chief, Security and Intelligence Division, Code 330, Headquarters, Defense Communications Agency (DCA). Decentralized Sgement - Security Branch, Defense Communications Engineering Center. Director, Intelligence Security, Headquarters, Defense Nuclear Agency.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

This file includes individual personnel security investigative dossiers on: U.S. military personnel who have been selected for assignment to, are now, or have been assigned to the DCA; U.S. Government civilian personnel who are being processed for employment, are now or have been employed by the DCA; U.S. military or civilian personnel who are being processed for, or have been granted, access to sensitive compartmented information (SCI) by the DCAat the request of their parent organization; industrial employees who are performing, expect to perform, or have performed duties under DCA SCI cognizance as a result of a U.S. Government contract; or personnel who are or have been, affiliated with the DCA.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual personnel security investigative dossiers. Individual dossiers may contain submissions by the individual such as Statement of Personal History/ personnel security questionnaire, appropriate release statements and related personal documentation, i.e., educational diplomas, marriage and divorce records, etc.; information obtained as a result of a National Agency Check, investigative action and/ or volunteer sources. Information may consist of acquisitions from listed or developed character references, co-workers, supervisors, present and past employers, financial or trade institutions, credit bureaus, personnel of the legal, medical, educational or religious professions, educational institutions, present and former neighbors, courts, U.S. federal, state or local agencies and departments; foreign law agencies, private investigative sources, active and retired U.S. military or civilian personnel records, interview of the individual, his spouse, relatives or associates, fingerprint identification check. This information normally covers the period of the individual's life for a fifteen year period immediately preceding the investigation or from the date of his eighteenth birthday. However, if derogatory information is developed or if the individual has a long tenure of U.S. Government service, the file may cover a greater period of time; information on the individual's spouse, relatives or associates; correspondence between the individual and DCA or other U.S. Government activity or correspondence related to the individual between his employer, organization of assignment and DCA (Code 240) or other U.S. Government activity; correspondence related to National Agency Checks, investigations, evaluations, clearance or special accesses for the individual; certificates of clearance, security determination or special access authorizations and terminations thereof; content, adjudicative and clearance action sheets; certificates of release or review of personnel security investigative dossiers; results of review of personnel and/or medical files; photographic likeness with identifying data such as name.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is collected and used for the purposes of determining the suitability, eligibility or qualification of personnel previously defined for assignment, employment or qualification for access to various levels of U.S. Government classified and sensitive compartmented information and to certify clearances and accesses as required.

Counterintelligence and Security Division (DIA): The personnel security investigative dossier for each individual previously defined who has, or had, a valid requirement for access to compartmented intelligence information is reviewed to determine, for the responsible United states Intelligence Board Member, the individual's eligibility for such access.

Any component or official of the U.S. Government having established a need-to-know: Used as a basis for gaining access to classified information upon reassignment employment, etc..

Also released to law enforcement and investigatory authorities of the U.S. Government for conduct of official investigations

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records are stored on magnetic tapes, disks, microfiche, computer printouts, and/or punched cards. Manual records are stored in paper file folders, card files, and paper rosters.

RETRIEVABILITY:

Automated records are retrieved by individual's last name, social security number, conference title, and by type of badge issued. Manual records are retrieved by individual's last name.

SAFEGUARDS:

The computer facility and terminals are located in restricted areas accessible only to authorized personnel. Manual records and computer printouts are available only to authorized persons with an official need-to-know. Buildings employ security guards and/or intrusion detection systems.

RETENTION AND DISPOSAL:

Computer records on individuals are erased within one year from the date of termination of an individual's affiliation with the DCA. Personnel security files are generally destroyed upon termination of an individual's employment, assignment, or affiliation with DCA. Files which contain substantial security suitability information may be retained up to ten years. Manual records of conference attendees, visitors, and visit certifications to other agencies are maintained for two years and destroyed. Security incident files are retained for

two years unless they concern compromise of classified information, in which case they may be retained permanently.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Security and Intelligence Division, Code 330, Headquarters, Defense Communications Agency, Washington, D.C. 20305. Decentralized Segment - Chief, Security Branch, Defense Communications Engineering Center, Code R121, 1860 Wiehle Avenue, Reston, VA 22090.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Security Division, Code 240, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Security Division, Code 240, Headquarters, DCA, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license. For the Decentralized Segment requests should be addressed to - Chief, Security Branch, Defense Communications Engineering Center, Code R121, 1860 Wiehle Avenue, Reston, VA 22090.

RECORD ACCESS PROCEDURES:

Contact the Chief, Security Division, Code 240, Headquarters, DCA. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's system notice and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is placed into the system by the SYSMANAGER after an individual has been nominated for assignment, employment or affiliation with the DCA as previously defined. Information may be obtained from the individual's submissions, listed or developed character references, co-workers, supervisors, present and past employers, financial or trade institutions, credit bureaus, personnel of the legal, medical, educational or religious professions, educational institutions, present and former neighbors, courts, U.S. federal, state or local law agencies/departments, active and retired U.S. military or civilian personnel records, interview of the individual, his spouse, relatives or associates, any component of the U.S. Government having an identifiable record on the individual or volunteer sources.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Investigative records compiled solely for the purpose of determining suitability, eligibility, or qualifications for federal civilian employment, military service, or access to classified information are exempt to the extent outlined in Subsection (k)(5) of the Privacy Act.

K240.02

SYSTEM NAME:

Sensitive Compartmented Info (SCI) Posn/Pers Accountability System

SYSTEM LOCATION:

Primary System--Office of the Chief, Security Division, Headquarters, Defense Communications Agency (DCA), Code 240.

Decentralized Segments--Office of the Chief, Computer Operations Division, Defense Communications Agency Operations Center (DCAOC).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who requires access to Special Intelligence (SI), Special Activities Office (SAO) information and/or Single Integrated Operational Plan--Extremely Sensitive Information (SIOP-ESI) in order to perform their duties are identified which includes: U.S. military personnel assigned to the DCA or certified to the DCA by their parent organization; U.S. Government civilian personnel employed by the DCA or certified to the DCA by their parent organization; U.S. military or civilian personnel who are being processed for access to SCI by the DCA at the request of their parent organization; industrial employees who are visiting DCA or performing duties under DCA cognizance as a result of a U.S. Government contract, or who are certified to the DCA as authorized representatives of industrial firms concerned with matters related to contractual, advisory or consultant support, or whose functions are such that visits to the DCA, or to facilities under DCA cognizance, are required.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains the SI/SAO Billet Roster which is a compilation by name, military grade or civilian counterpart, military service or social security account number , position number and title and parent organization . The roster identifies those positions (billets) which have been approved for specific SI/SAO access and lists the incumbents of those billets with the categories of access for which they have been briefed; the SIOP-ESI Billet Roster which contains the same identifying elements described above but pertains exclusively to SIOP-ESI accesses; the Contractor Facility Control Record which lists all contractor facilities for which the Special Security Branch has security cognizance. Facilities are listed by name and location, with a separate section for each facility. Within each section the contractor employees assigned to that facility are listed by name, clearance and categories of SCI to which they are authorized access; the Special Security Control Card which is an alphabetical card file of all personnel previously defined listing the individual's name, date and place of birth, military service or social security account number, billet number, organization of assignment or employment, job title, the status of clearance and access actions, dates National Agency Checks were completed , dates Background Investigations were completed and identification of the agency which conducted them, record of clearances and special accesses granted and dates of briefings. The record also contains, if applicable, the name, date and place of birth and social security account number of the individual's spouse and indicates the date of completion of the required partial National Agency Check for compilation of all incoming and outgoing notifications of clearance and access status made in connection with visits of non-DCA personnel to DCA and visits of personnel previously identified to facilities which require request clearance/ access notification. Individuals are identified by name, grade, military service number or social security account number, position title, and the organization of assignment or employment. The clearance and categories of special access authorized are also listed; Billet Request Records which are a compilation of all requests for establishment of SCI billets received by the Special Security Branch. Proposed incumbents are normally identified by name, grade, position military service number or social security account number and organizational affiliation; Special Access Suspense Record which contains the names of individuals on whom actions are in progress; ADP Record consisting of ADP punch cards and magnetic tape as the input and storage media for publication of the SI/SAO

Billet Roster All information described above for the SI/SAO Billet Roster is included.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Special Security Branch-Information is collected and used for management and control of access to SCI by personnel previously identified. Individuals are accounted for by name grade, military service number or social security account number, position and organization. Also used for the certification of SCI accesses for which an individual has been granted access.

Counterintelligence and Security Division and Systems Operations Division; Defense Intelligence Agency (DIA)-the SI/SAO Billet Roster, previously defined, is used for integration into the DIA Security Management Information System (SMIS)

Strategic Operations Division and Office of the Directorate of Administrative Services, the Joint Staff, Organization of the Joint Chiefs of Staff-the SIOP-ESI Billet Roster, previously defined, is used for integration into the master SIOP-ESI Billet Roster.

Any component of the U.S. Government having an official need-to-know: used to verify that an individual has been granted access to a specific category of SCI and verification of information contained in the record as previously defined.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tapes; visible file cards; computer paper printouts; paper record in three-ring binders; IBM cards; paper records in file folders.

RETRIEVABILITY:

Information on computer magnetic tapes retrieved by a unique ten digit billet number

Information on all other media retrieved by the unique ten digit billet number or by the individual's name.

SAFEGUARDS:

Records are maintained in safes and vaults and are routinely accessible only by personnel of the Office of the Chief, Security Division, Code 240, and by personnel of the Special Security Branch, Code 241, Headquarters, DCA.

RETENTION AND DISPOSAL:

Individual records are maintained from date of initial nomination for access to SCI until 3 years following the individual's debriefing, which is when the individual no longer has a need-to-know for SCI, then records are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Special Security Branch, Code 241, Headquarters, DCA.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Security Division, Code 240, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Security Division, Code 240, Headquarters, DCA, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Security Division, Code 240, Headquarters, DCA. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is placed into the system by the SYSMANAGER after an individual is nominated for access to SCI by his organization or employer or after an individual has been certified to the DCA by his cognizant security officer as having such access. SYSMANAGER obtains required information from the nomination or certification document, individual's personnel/ employment records, forms submitted by the individual, formal briefing actions accomplished by personnel of the Special Security Branch, Code 241, Headquarters, DCA, and from information developed during the personnel security investigation conducted on the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K240.03

SYSTEM NAME:

Clearance Card File for Defense Communications Agency (DCA) Personnel

SYSTEM LOCATION:

Office of the Chief, Security Division, Code 240, Headquarters, Defense Communications Agency. Decentralized Segments: Security Branch, Defense Communications Engineering Center, Code R121; Defense Communications Operations Center, Allocations and Engineering Division, Code N230.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

This file includes all DCA personnel requiring a security clearance. Since all positions in DCA are sensitive requiring at least a Secret clearance, all DCA military and civilian personnel world-wide are covered. The file also includes those persons previously assigned to or employed by DCA since 1962.

CATEGORIES OF RECORDS IN THE SYSTEM:

The Clearance Card File is an alphabetical card file (5' x 8', DCA Form 138) of all personnel requiring a security clearance, listing the individual's name, service or social security account number, grade or rank, job title, date and place of birth, date entered on duty with DCA, and date departed DCA if applicable. The file also includes the date requested, date received, and indicated results of each check within the National Agency Check (NAC), and for Background Investigation (BI) requests. Dates interim and final security clearances were granted and some special accesses are indicated.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended, Security Requirements for Government Employment, 27 April 1953.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used by personnel of the Security Branch, Code 240, Headquarters, DCA, as a convenience or ready reference file to determine the security clearances and dates of issue for personnel assigned to or employed by DCA world-wide.

Information is available to the individual and to DCA supervisors of the individual to verify that the individual has the necessary security clearances for attendance at meetings and conferences where classified information is discussed. Also used to

certify security clearances of individuals in writing or telephonically for attendance at classified conferences at other U.S. Government agencies and at private industry organizations having an industrial clearance and generally engaged in classified contract work for DCA.

Information is disclosed to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

This is a manual system consisting of 5' x 8' card records maintained in two rotary file cabinets.

RETRIEVABILITY:

Information is retrieved by the individual's name.

SAFEGUARDS:

Records are maintained in two rotary file cabinets equipped with key locks. The file cabinets are locked during non-duty hours.

Building employs security guards. Records are maintained in area which is accessible only to authorized personnel who are properly screened, their duties require them to be in the area where the records are kept.

RETENTION AND DISPOSAL:

Records have been maintained since 1962 for all DCA personnel presently or previously assigned or employed. Records are destroyed when no longer needed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Security Division, Code 240, Headquarters, Defense Communications Agency. Decentralized Segment - Chief, Security Branch, Defense Communications Engineering Center, Code R121, 1860 Wiehle Avenue, Reston, VA 22090.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Security Division Code 240, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license. For the Decentralized Segment requests should be addressed to - Chief, Security Branch, Defense Communications Engineering Center, Code R121, 1860 Wiehle Avenue, Reston, VA 22090.

RECORD ACCESS PROCEDURES:

Contact the Chief, Security Division, Code 240, Headquarters, Defense Communications Agency, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing determinations by the individual may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is placed into the record system by the system manager after an individual is nominated for assignment to or employment by DCA. Information is obtained from National Agency Checks which may include: Federal Bureau of Investigation (FBI), Civil Service Commission (CSC), Department of State, Central Intelligence Agency (CIA), Immigration and Naturalization Service (I&N), Defense Intelligence Agency (DIA), Defense Investigative Service (DIS), investigative offices of the military Department (Army, Navy, Air Force), and the Credit Bureau Incorporated.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K240.04

SYSTEM NAME:

Identification Badge System

SYSTEM LOCATION:

Office of the Chief, Physical Security Branch, Security Division, Code 243, Headquarters, Defense Communications Agency (DCA).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian and military personnel assigned to Headquarters, DCA and collocated field activities.

Civilian contractors; civilian and military members of the U.S. Government whose official duties require frequent and continuing access to Headquarters, DCA and collocated field activities.

CATEGORIES OF RECORDS IN THE SYSTEM:

The DCA Permanent Badge, (DCA Form 21), issued to civilian and military personnel assigned to Headquarters, DCA and collocated field activities, contains a photograph of the individual with his or her surname, first name and middle initial, and a badge number. The badge is signed on the reverse side by the individual and countersigned by a representative of the Office of the Chief, Physical Security Branch (Code 243). A duplicate photograph is mounted on a 3' x 5' control card, containing the individual's name, grade or rank, badge number, office code and date of issue, and filed alphabetically.

The DCA Visitor Badge, (DCA Form 80 or 184), is issued to civilian contractors and U.S. Government civilian and military personnel, whose security clearance is on file with the Office of the Chief, Physical Security Branch, Code 243, Headquarters, DCA and who is sponsored by a Headquarters, DCA official. The badge contains a photograph of the individual with his surname, first name, middle initial, badge number, expiration date (not to exceed one year from date of issue) and is signed by the individual and countersigned by the issuing official of the Physical Security Branch (Code 243). Duplicate photographs are retained in an envelope and filed alphabetically, and are used for renewal of badges.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code 133(b).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Physical Security Branch, DCA - The badge is issued to the individual as his means of identification to the DCA.

Individual retains the badge in his possession and must wear it while in the DCA buildings. The badge must be surrendered when invalid or when the individual no longer is assigned to or requires access to the DCA.

By DCA operating officials as a means of identification.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Control card or envelope containing duplicate photograph is filed in a locked container.

RETRIEVABILITY:

Control card or envelope containing duplicate photograph is filed alphabetically by name.

SAFEGUARDS:

Building employs security guards. Records are maintained in an area which is accessible only to authorized personnel who are properly screened, and their duties require them to be in the area where the records are kept.

RETENTION AND DISPOSAL:

Badge and control card with extra photographs are destroyed upon termination of the individual's assignment to or need for access to the DCA.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Physical Security Branch, Code 243, Headquarters, DCA.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Security Division, Code 240, Headquarters, DCA. The full name of requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Security Division, Code 240, Headquarters, Defense Communications Agency, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing determinations by the individual may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

For DCA assigned personnel notification is received from the Office of the Chief, Personnel Security Division, Code 242, Security Division, Headquarters, DCA.

For civilian contractors and civilian or military personnel from other U.S. government agencies the notification is received from the Headquarters, DCA or collocated field activity sponsor.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K240.05

SYSTEM NAME:

visitor Clearance File

SYSTEM LOCATION:

Office of the Chief Physical Security Branch, Security Division, Headquarters, Defense Communications Agency (DCA), Code 243.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian personnel cleared under the Defense Industrial Security Program and all civilian or military members of the U.S. Government cleared by their respective components for access to classified material, whose official duties require them to have access to classified information in the performance of contractural obligations, or participation in defense projects with the DCA, or whose functions, services, logistics support are required by the DCA or to facilities under the cognizance of the DCA.

CATEGORIES OF RECORDS IN THE SYSTEM:

This card records, as applicable, name, social security number, date of birth, place of birth, citizenship, alien registration number, clearance and date, authority, organization, persons or offices to be visited, date visit authorized of the individual requesting access to the DCA and classified information. All data is supplied in letter form by the Security Officer of the individual's company or organization. The file also includes a remarks section which is used to record the DCA's sponsor's request for a badge; badge number, if assigned; a file number cross-indexed to the letter; and disposition instructions. The file is updated as requested by the individual's organization or company, usually once annually.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Physical Security Branch, DCA - Information is collected and used for management use and control of access to classified information; daily certification of clearances to DCA project officers; certification of clearance on travel orders; request for DCA badges; certification of clearances to any US government agency or DoD component participating in DCA projects, or where the DCA is a participant in another agency or component project.

Department of Army, Military District of Washington - Identifying data (name, date and place of birth, sex, height, weight and organization) used on DoD and Pentagon Building passes (DD Form 1466 and 1467).

Joint Chiefs of Staff (JCS) - Identifying data (name, grade, height, weight, color of hair and eyes, date and place of birth, security clearance) used on JCS passes or badges and is submitted on JCS Form 8.

provost Marshal, Fort Ritchie, Md. - Identifying data (name, grade, rank, title, branch of service, social security number, date and place of birth, weight, height, color of hair and eyes, sex, organization or employer, security clearance) used on Fort Ritchie badges and is submitted on Fort Ritchie ACCN Form 19.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Visible file cards (5'x8') in rotary power file; correspondence in file folders, in safe.

RETRIEVABILITY:

Information on file cards filed alphabetically by name.

Correspondence filed with sequential number cross-indexed to file card.

SAFEGUARDS:

Building employs security guards. Records are maintained in area which is accessible only to authorized personnel who are properly screened, and their duties require them to be in the area where the records are kept.

RETENTION AND DISPOSAL:

File cards are maintained indefinitely as long as recertification is received annually from the individual's organizational or company security officer. Inactive cards are removed and destroyed periodically, usually within six months from the expiration of the visit request.

Correspondence files are removed and destroyed annually and as replaced by new certification.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Physical Security Branch, Code 243, Headquarters, DCA.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Security Division, Code 240, Headquarters, DCA. The Full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Security Division, Code 240, Headquarters, Defense Communications Agency, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing determinations

by the individual may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

All information maintained on the individual is furnished by the Security Officer of the individual's organization, company, or institution.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K240.06

SYSTEM NAME:

Classified Container Information on Form (DA Form 727)

SYSTEM LOCATION:

Office of the Chief, Physical Security Branch, Code 243, Security Division, Headquarters, Defense Communications Agency (DCA). Decentralized Segment - Defense Communications Operations Center, Allocations and Engineering Division, Code N230.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian and military personnel assigned to Headquarters, DCA and collocated field activities who have been designated responsible officials of a classified container, or who are to be notified if the container is found open and unattended.

CATEGORIES OF RECORDS IN THE SYSTEM:

This form records the name, grade, address and telephone number of the above individuals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Physical Security Branch, DCA - Record, in duplicate, of each container used for storage of classified material and identifies individuals who have knowledge of the combination.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The original copy is posted on the outside of the container in the DCA office concerned; the carbon copy is attached to the outside of a sealed envelope which contains a smaller envelope containing the classified combination and is stored in an approved classified container in the Office of the Chief, Physical Security Branch, Code 243, Headquarters, DCA.

RETRIEVABILITY:

Filed numerically by container number.

SAFEGUARDS:

Building employs security guards. Carbon copy records are maintained in area which is accessible only to authorized personnel who are properly screened, and their duties require them to be in the area where the records are kept.

RETENTION AND DISPOSAL:

This form is retained only as long as the information remains accurate, but not to exceed one year, at which time it is destroyed byburning. The original copy on the safe is removed, discarded and replaced by an updated copy.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Physical Security Branch, Code 243, Headquarters, DCA.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Security Division, name of staff element, Code 240, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Security Division, Code 240, Headquarters, Defense Communications Agency, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing determinations by the individual may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Names of the individuals in the system are submitted on the form which is completed by the DCA office concerned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K240.07

SYSTEM NAME:

Vehicle and Parking Registration Card

SYSTEM LOCATION:

Office of the Chief, Physical Security Branch, Security Division, Code 243, Headquarters, Defense Communications Agency (DCA).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian and military personnel assigned to Headquarters, DCA and collocated field activities, and who register their vehicles for parking on base.

Civilian contractor personnel assigned desk space at Headquarters, DCA and who apply for parking privileges on base.

CATEGORIES OF RECORDS IN THE SYSTEM:

This file records name, address, office code, office telephone number, social security account number (SSAN), make, year, body style, and color of vehicle, license plate number and state, insuring company and policy number, amount of liability insurance, expiration date of insurance policy carpool members and their address, place of employment and SSAN. The card also includes a certification statement signed and dated by the individual that he has read and understands the DCA Parking Regulations and attests to the accuracy of the information the individual provided. The amount of liability insurance is restricted to the term 'mininum required by the State of Virginia'. No dollar amounts are requested or required by the DCA.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Physical Security Branch, DCA - Information is used to report to the GSA the total number of parking spaces and itemized to show the number used for Government-owned or leased vehicle parking; other official parking; visitor vehicle parking; employee parking; number of employee spaces assigned to physically handicapped employees; number and percentage of employee parking spaces assigned to executive personnel and persons assigned unusual hours; number of employee parking spaces used by carpools; and total number of persons using carpool spaces.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Visible file cards (5' x 8') in metal file cabinet.

RETRIEVABILITY:

Filed alphabetically by name and parking status, that is, Handicap Area, Carpool Area, Executive Area, and Open Area.

SAFEGUARDS:

Building employs security guards. Records are maintained in area which is accessible only to authorized personnel who are properly screened, and their duties require them to be in the area where the records are kept.

RETENTION AND DISPOSAL:

File cards are maintained during the period of the incumbent's assignment, then removed and destroyed when asignment is terminated.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Physical Security Branch, Code 243, Headquarters, DCA.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Security Division, Code 240, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Security Division, Code 240, Headquarters, Defense Communications Agency, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing determinations by the individual may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Completed form filled out by individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K240.08

SYSTEM NAME:

Security Violation Case File

SYSTEM LOCATION:

Office of the Chief, Physical Security Branch, Security Division, Code 243, Headquarters, Defense Communications Agency (DCA). Decentralized Segments - Security Branch, Defense Communications Engineering Center, Code R121, and Physical Security Branch, Command and Control Technical Center (CCTC) Code C122.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian and military personnel assigned to Headquarters, DCA and collocated field activities, who committed or contributed to a security violation involving classified defense information.

Civilian and military personnel assigned to Headquarters, DCA and collocated field activities, who discovered the violation, were witnesses in connection with the violation, or were interviewed to determine whether they were involved.

Civilian contractors under contractural obligation to the DCA and who were witnesses in connection with the violation, or were interviewed to determine whether they were involved.

Any individual in the civilian community, government employ, military or civilian, who reported a security violation, or who could furnish information relative to the violation, or who may have been involved in the violation.

CATEGORIES OF RECORDS IN THE SYSTEM:

This file contains the results of an investigation involving classified defense information which has been compromised or subjected to compromise through loss, unauthorized disclosure, improper handling or transmission, or failure to safeguard. It contains the facts and circumstances surrounding the violation, the personnel involved, the findings, affixes responsibility, and recommendations for remedial, administrative or disciplinary actions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Security Division, Headquarters, DCA - This file which consists of a Report of Security Violation, and an Investigation Officer's Report of Investigation, is used to determine the adequacy of the investigation, a review of the circumstances which led to the violation, and a review of the security policies and procedures established by the DCA and the office concerned with the aim of improving the procedures to preclude further violations. It is also used, when compromise cannot be precluded, to notify the original classification authority for the specific classificaton involved, and to request an impact statement on national security, and whether the information can be downgraded or declassified. A copy may also be furnished to an appropriate military service or government agency involved in prosecution proceedings.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The correspondence is stored in case folders and secured in a safe.

RETRIEVABILITY:

Each case folder is filed in numerical sequence by calendar year and cross-referenced to an index sheet containing case number, code, date of violation and name(s) of individuals involved.

SAFEGUARDS:

Building employs security guards. Records are maintained in area which is accessible only to authorized personnel who are properly screened, and their duties require them to be in the area where the records are kept.

RETENTION AND DISPOSAL:

Case files that preclude compromise are considered administrative and destroyed upon departure of the individual.

Case files that reflect compromise are retained for two years then retired to the Federal Records Center for an additional eight years, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Physical Security Branch, Code 243, Headquarters, DCA. Decentralized Segments - Chief, Security Branch, Defense Communications Engineering Center, 1860 Wiehle Avenue, Reston, VA 22090, and Chief, Security Branch, CCTC, Code C122, Washington, D. C. 20301.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Security Division, Code 240, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license. For the Decentralized Segments requests should be addressed to - Chief, Security Branch, Defense Communications Engineering Center, 1860 Wiehle Avenue, Reston, VA 22090 or Chief, Physical Security Branch, Command and Control Technical Center , Code C122, Washington, D. C. 20301.

RECORD ACCESS PROCEDURES:

Contact the Chief, Security Division, Code 240, Headquarters, Defense Communications Agency, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing determinations by the individual may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information developed by the Investigating Officer investigating the violation includes, interviews with the individual(s) involved in the violation; witnesses to or having knowledge of the violation; co-workers and supervisor; it may include sworn statements, depositions, photographs or sketches of the area or equipment involved in the violation; office security procedures or instructions; and, in some cases, a copy of the classified document involved.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K660.01

SYSTEM NAME:

303-41-42 Claims Files, Requests for Waiver of Pay and Allowances

SYSTEM LOCATION:

Office of Financial Services Division, Code 660, Headquarters, Defense Communications Agency (DCA), Washington, D.C. 20305.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees or former civilian employees of DCA who submit requests for waiver of claims of the US arising from erroneous overpymt of pay & allowances.

CATEGORIES OF RECORDS IN THE SYSTEM:

The initial request for waiver of claim. The report of investigation, including copies of all documentation, affidavits, statements, vouchers, and other papers containing information bearing on the case. A summary of the report of investigation and a register of requests for waiver. Correspondence with the General Accounting Office concerning claims waivers. Correspondence with the individual who submitted the waiver request. Decisions concerning waivers of the Comptroller, DCA or the Comptroller General of the United States.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5.U.S.C. 5584 'Claims for Overpayment of Pay and Allowances, other than travel and transportation expenses and allowances and relocation expenses.'

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records residing in these files represent the history of a request for waiver of claim & the action taken thereon, including disposition. Used by Comptroller, DCA or Comptroller General of the United States to reach a decision concerning requests for waiver. Records are used to administer and process requests for waivers of claims.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The record is stored in a locked safe.

RETRIEVABILITY:

Retrieved by the name of the individual who submits a request for a waiver of claim.

SAFEGUARDS:

Records are stored in a locked safe. Access is limited to Code 660, DCA, the investigating officer if other than from Code 660, and the individual concerned, if he so desires, as well as the DCA Counsel, the Director and personnel of the Claims Division of the GAO.

RETENTION AND DISPOSAL:

Records are retained by Code 660, Hq DCA for 2 years, then retired to Federal Records Center for permanent storage.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Financial Services Division, Code 660, Headquarters, Defense Communications Agency, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Chief, Financial Services Division, Code 660, Headquarters, DCA, Washington, D.C. 20305. Individual must provide his full name and social security number to determine whether or not the system contains a record on him. For personal visits the individual must present proof of identity to include his full name and social security number as well as positive identification, such as identification card or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Financial Services Division, Code 660, Headquarters, Defense Communications Agency, Washington, D.C. 20305 for assistance.

CONTESTING RECORD PROCEDURES:

The Defense Communications Agency's rules for access to records and for contesting content and appealing initial determination by the individual concerned are promulgated in the Rules and Regulations section of the Federal Register.

RECORD SOURCE CATEGORIES:

Official Personnel Records of Individuals; Finance and Accounting Offices for financial records; individuals having knowledge concerning the subject of the claim, for statements and affidavits; and any other source from which pertinent information may be drawn.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K700.01

SYSTEM NAME:

Employee-Management Relations and Services Files

SYSTEM LOCATION:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DCA civilian employees in the Washington Metropolitan Area who have a requirement for the employee-management service except the grievance file which is applicable to all DCA civilian employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Blood donor program records, grievance file containing all documents realted to a grievance, reconsideration file containing all documents relating to a negative determination of within-grade salary increase and the request for reconsideration of the determination, DCA Form 169, Exit Interview

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual, Supplement 990-1, Book III, Part 531, Section 531.407 Work of an Acceptable Level of Competence, Part 771, Employee Grievances, Part 715, Subpart B, Voluntary Separations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by the Civilian Personnel Office staffs and supervisors of employees to process and record actions pertinent to employee-management relations and services.

Used by the Director/Vice Director and heads of major staff elements DCA Headquarters and Commanders of DCA field activities in the Washington Metropolitan Area to render decisions concerning individual employees and as a basis for future management action.

Used by Department of Defense and Civil Service Commission inspectors to review records for compliance with applicable Federal Personnel Manual policies.

Used by the Civil Service Commission to review agency records concerning grievances and negative determinations of within-grade salary increase.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records stored in file folders and card files.

RETRIEVABILITY:

Information is retrieved by name.

SAFEGUARDS:

Building employs security guards. Records are maintained by operating officials in area accessible only to authorized personnel who are properly screened and cleared and whose duties require them to bein the area where records are maintained. Files are locked in secure file cabinets during non-duty hours.

RETENTION AND DISPOSAL:

Records are not permanent. They are retained for two years and subsequently destroyed except for blood donor records which are retained until the employee terminates his/her employment with DCA and subsequently destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

NOTIFICATION PROCEDURE:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720 Headquarters, DCA

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Official personnel folder, individual employees, employee representatives, supervisors of employees, civilian personnel staff, hearing examiners reports and other reports of inverstigation, statements of witnesses and management representatives.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K700.02

SYSTEM NAME:

Civilian Awards Program File

SYSTEM LOCATION:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DCA civilian employees who merit special recognition for performance either within or outside the employee's job responsibilities and length of service to the Government. Suggestions from civilian and military personnel assigned to Defense Communications Agency, Department of Defense and other government agencies.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains copies of minutes of DCA Awards Board meetings, action by approving officials, record of individuals receiving awards, DCA Form 89, Service Award Work Sheet and Record, suggestions and report of evaluation of suggestions, and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual, Chapters 430 Performance Evaluation, 450 Incentive Awards, 531 Pay Under the General Schedule

Department of Defense Directive 5120.15 Department of Defense Incentive Awards Program; Assignment of responsibility.

Department of Defense Instruction 5120.16, Department of Defense Incentive Awards Program: Policies and Standards

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by the civilian personnel office staff to process and record actions for individuals who merit special recognitions.

Used by suggestion evaluators in the Defense Communications Agency, Department of Defense and other government agencies to recommend adoption or non-adoption of suggestions.

Used by the Department of Defense and Civil Service Commission to process and approve nominations for awards.

Used by DCA Awards Boards to review nominations for awards and recommend approval/disapproval to the Director, DCA.

Used by the Director DCA to approve/disapprove recommendation for awards.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Information is accessed and retrieved by name and type of award.

SAFEGUARDS:

Building employs security guards. Records are maintained in file cabinets

with a combination lock and are accessible only to authorized personnel who are properly screened and cleared and whose duties require them to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Records are not permanent. They are retained in active file for two calendar years and subsequently destroyed except for minutes of Awards Boards which are retained for five years and subsequently destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA

Decentralized Segments - Directors, Commanders and Chiefs of DCA field activities.

NOTIFICATION PROCEDURE:

Information may be obtained from:

Primary System -Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Directors, Commanders and Chiefs of DCA field activities.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA.

Decentralized Segments - Contact the Director, Commander or Chief of the appropriate DCA field activity.

The official maining addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Official Personnel Folder, supervisors of employees, individuals submitting suggestions, evaluators of suggestions, DCA Awards Boards, civilian personnel office staff, Department of Defense, Civil Service Commission.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K700.03

SYSTEM NAME:

Personnel Management Information System (PERMIS)

SYSTEM LOCATION:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters (HQ), Defense Communications Agency (DCA);

Decentralized Segments - DCA Field Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian and military personnel currently or formerly employed by or assigned to the DCA.

CATEGORIES OF RECORDS IN THE SYSTEM:

System contains personal information in several categories: biographical data (Name, SSAN, Sex, Minority Group Indicator, Birth Date, Marital Status, Number of Dependents, Number of Dependents Overseas, Sex of Dependents, Dependent Birth Date, Citizenship, Former Citizenship, Personal Title, blood type, RH Factor, date of last blood donation, quantity of blood donated to date); DcA employment(DCA Start Date, Recruitment Source, DCA Service Computation Date, Geographic Location, Submitting Office Number, DCA Area, Office Code, Badge Number, Salary, Appointment Type, Work Schedule, Pay Plan, Grade, Step, Date of Grade, Pay Determinant, Pay Basis, Date of Last Within-Grade, Highest Previous Grade, Special Program Identifier, Competitive Level, Tenure-Excepted, Reemployment Rights, Apportionment Code, Metropolitan Area Code, Security Clearance Level, Reemployed Employee Code, Retired Military Service and Component, Date of Military Retirement, Retirement Rank, Retirement Location, Retired Military Starting Civilian Grade, Retired Military Starting Civilian Position, Retired Military Starting Civilian Area, Reserve Status, Reserve Service, Reserve Rank, Reserve Title, Reserve Job Code, Reserve DCA Skill Code, Reserve Expected Separation Date, Mobilization Code, Position Code, Position Description Number, DCA Skill Code, Job Title, Career Field, Civilian Job Code, Function Code for Scientists and Engineers, Rotation Date, Not-to-Exceed Code, Not-to-Exceed Date, Nature of Action Code, Nature of Action Date, Performance Rating Date, Performance Rating Code, Supervisor Code, Trainee Code, Reason for Departure Code, Agency to Which Leave Record Sent, Date Leave Record Sent, Agency to Which Personnel File Sent, Job Opportunity Announcement Number, Military Requisition NUmber, Security Investigation Date); military service information (Date Entered Military Service, Service Component, Branch of Service, Date of Commission, Expected Separation Date, Primary Job Code, Secondary Job Code, Tertiary Job Code, Added Job Code, Source of Commission, Permanent Grade, Date of Permanent Grade, Special Qualifications Code, Special Career Program, General Test Score, Date of Proficiency Test, Proficiency Pay, Date of Last Physical, Date of Last Photo, Military Education Level, Military School Attended, Date Attended Military School, Rating Official, Military Performance Rating, Military Job Code, Temporary Grade, Office Assignment of Military Rater, Indorsing Official, Office Assignment of Military Indorser, MOS Prefix, MOS Suffix); civilian federal employment (Service Computation Date, Date Entered Federal Service, Veterans Preference, Reduction In Force Code, Tenure Group, Probation Start Date, Career Start Date, Leave Category, Handicap Code, Position Occupied Code); education (Education Level, University Attended, Academic Speciality, Year of Degree, Education Notes); experience information (Previous Employer, Previous Job Title, Previous DCA Skill Code, To-From Dates of Previous Employment); training and career appraisals (Type of Training, Purpose of Training, Source of Training, Training Facility, Course Number, Course Name, On Duty Training Hours, Off Duty Training Hours, Direct Training Costs, Indirect Training Costs, Date of Training, Training Status, Training Sponsor, Special Interest Training, Degree Program School, Type of Degree Program, Academic Speciality of Degree Program, Credits Remaining for Degree); (Date of Career Appraisal, Date of Career Training, Competence Rating, Quality of Work Rating, Written Work Rating, Oral Expression Rating, Cooperation Rating, Stability Rating, Supervision Rating, Career Development Job Title, Career Development Rotation Area, Career Development Rotation Office, Career Development Rotation Other Agency); awards and recognition (Type of Award, Date of Award, Amount of Award, Tangible Award, Intangible Award); benefits (Federal Employees Group LIfe Insurance Coverage; Federal Employees Health

Benefits Plan, Federal Employees Health Benefits Carrier, Retirement System); publications (Title, Related DCA Skill Code, Date of Publication, Place of Publication, Title of Periodical); professional societies (Nae of Society, Offices Held in Society, To-From Membership Date); union affiliation (Name of Union, Union Office Held, To-From Membership Date); locator information (Home Phone Number, Office Phone Number, DCA Building Number, Room Number).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code 133(b).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

DCA and DCA Field Activities - collect and maintain personal data for internal management purposes and to meet external report requirements. Data is used by the Director, DCA and those DCA officials to whom the Director has delegated authority to command, organize, direct, and manage the DCA and DCA Field Activities.

Civil Service Commission and Department of Defense - data is used for statistical and by name reports.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tapes/disks/drums and/or punched cards.

RETRIEVABILITY:

Retrieved by SSAN or random access.

SAFEGUARDS:

System is in areas accessible only to authorized personnel who are properly screened, cleared and trained. Building employs security guards to control access. Computer software restricts access by use of a series of passwords and levels of security codes for each data element.

RETENTION AND DISPOSAL:

Records are permanent. They are retained in the active system during the individuals employment/assignment to DCA. Upon departure from DCA, individual records are transferred to a history file within DCA.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Plans and Analysis Division, Code 730, Office of the Assistant to the Director for Personnel, Hq DCA.

NOTIFICATION PROCEDURE:

Personnel currently assigned to/employed by Headquarters DCA or personnel formerly assigned to DCA and DCA Field Activities may obtain information from:

Assistant to the Director for Personnel
Defense Communications Agency
8th & S. Courthouse Road
Arlington, Va. 22204

Personnel currently assigned to/employed by DCA Field Activities may obtain information by contacting the Commander of their organization.

For personal visits, requests for information concerning an individual must contain name and SSAN. Proof of identity is either an employee ID card or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Assistant to the Director for Personnel for information concerning access to individual records. The official mailing address is in the Department of Defense directory in the apendix to the DCA systems notice.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information in the system is obtained from the individual either verbally or in writing and from source documents found in individual Official Personnel Folders/Files or submitted by employee supervisors, personnel office employees, EEO officials, and security office employees.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K700.035

SYSTEM NAME:

602-11 Active Application Files (Applicant Supply Files)

SYSTEM LOCATION:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants for employment with DCA organizations in the Washington Metropolitan Area for positions which the organizations have beenauthorized by the Civil Service Commission to make temporary or term appointments outside Civil Service Commission registers.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains copies of Standard Form 170, Application for Federal Employment, Standard Form 171, Personal Qualifications Statement, Standard Form 172 Supplemental Experience and Qualifications Statement, Qualifications evaluations of the applicants, positions for which application is made, opening date for acceptance of applications and date that recruitment for the position is closed, priority groupings, alphabetic index of applications on file, index to the eligible applicants by occupational area, priority group and grade, name of individual selected and date of selection for appointment, qualifications standard used, written record of the positive efforts made to recruit preference eligibles for any appointment of a non-preference eligible to a restricted position and correspondence relating to the file.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual, Chapter 333, Appendix A, Mechanics of the Applicant Supply System

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used as prescribed by Civil Service Commission regulations

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Information is accessed and retrieved by name.

SAFEGUARDS:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, trained and their duties require them to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Records are not permanent. They are retained for two years or after receipt of a Civil Service Commission report of inspection of the agency's civilian personnel program, whichever occurs first, and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

NOTIFICATION PROCEDURE:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individuals submitting applications for employment, civilian personnel office staff, selecting officials, Civil Service Commission.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K700.04

SYSTEM NAME:

Priority Reassignment Eligibles File

SYSTEM LOCATION:

Civilian Personnel Division, Code 720, Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DCA civilian employees who are assigned to DCA activities located at the Headquarters DCA compound and the Military Communications-Electronics Board whose positions have been declared excess to current or planned Joint Table of Distribution (JTD) authorizations.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains a Reassignment List comprised of employees who are in positions which are not authorized by current or planned JTD's, positions for which the employee qualifies for reassignment and a record of the action taken for each employee.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual, Chapter 351, Reduction in Force

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by personnel in the Civilian Personnel Division, Headquarters, DCA to screen the Reassignment List to identify employees who are qualified for vacant positions and to maintain a record of action taken for each referred employee.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records filed in loose leaf folder.

RETRIEVABILITY:

Information is accessed and retrieved by name

SAFEGUARDS:

Building employs security guards. Records are maintained in area accessable only to authorized personnel who are properly screened, cleared and trained and whose duties require them to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Records are not permanent. They are retained until the individual is reassigned to an authorized DCA JTD position or terminates his/her employment with DCA and subsequently destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA

NOTIFICATION PROCEDURE:

Requests should be addressed to the Chief, Civilian Personnel Division, Code 720, Headquarters, DCA. The individual's full name and office code to which assigned will be required to determine if the system contains a record about him or her. The requestor may visit the Civilian Personnel Division, Code 720, Headquarters, DCA to obtain information on whether the system contains records pertaining to him or her. As proof of identity, the requestor must present either a current DCA identication badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Civilian Personnel Division, Code 720, Headquarters, DCA. The official mailing address is in the Department of Defense directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

DCA Comptroller - Joint Table of Distribution; Qualifications Statement in the Official Personnel Folder as analyzed by a personnel specialist; and selecting officials.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K700.05

SYSTEM NAME:

Executive Level Position Files

SYSTEM LOCATION:

Civilian Personnel Division, Code 720, Headquarters, Defense Communications Agency (DCA)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and former DCA civilian employees assigned to an executive level position (GS-16,17,18 and 10 USC 1581 positions) and GS-15 employees proposed for the executive level position category.

CATEGORIES OF RECORDS IN THE SYSTEM:

Executive Level Position Files contain the names of the individuals, Official Position Description, Civil Service Commission Form 915 Notification of Executive Personnel Vacancy, Civil Service Commission Form 916 Request for Executive Personnel Action, Civil Service Commission Form 917 Request for Approval of Executive Selection, Standard Form 171 Personal Qualifications Statement and a record of correspondence pertinent to the established/proposed supergrade position. Executive Level Position Report contains the name of the individual assigned to an established or proposed executive level position, type of executive level authorization, and a summary of projected actions required to obtain Department of Defense and Civil Service Commission approval of executive level positions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual Chapter 305, Employment Under the Executive Assignment System.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by the staff of the Office of the Assistant to the Director for Personnel to compile supporting data for authorized and projected supergrades and to provide DCA management with a monthly report of the status of executive level positions.

Used by the Director, Vice-Director, Chief of Staff, Deputy Directors, Deputy Manager, National Communications System, Comptroller; Office of the Counsel, Assistant to the Director for Administration and Commanders, DCA Field Activities located in the Washington Metropolitan Area to determine executive level position needs of the Agency and to keep abreast of the status of current and projected executive level positions.

Used by the Department of Defense to review DCA requests for establishment of supergrade positions and approval of selections for executive level positions.

Used by the Civil Service Commission to approve/disapprove the agency request for classification of executive level positions and selection for executive level positions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper Records stored in file folders.

RETRIEVABILITY:

Information is accessed and retrieved by name, position title/ series/grade and organizational location.

SAFEGUARDS:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, trained and their duties require them to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Chief, Civilian Personnel Division, Code 720, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the Civilian Personnel Division, Code 720, Headquarters, DCA to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Civilian Personnel Division, Code 720, Headquarters, DCA. The official mailing address in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Official Personnel Folder Files; DCA Joint Table of Distribution; correspondence originating in DCA staff organizations, Department of Defense and the Civil Service Commission.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K700.06

SYSTEM NAME:

Report of Defense Related Employment

SYSTEM LOCATION:

Civilian Personnel Division, Code 720, Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees of DCA who were previously employed by or performed services for defense prime contractor.

CATEGORIES OF RECORDS IN THE SYSTEM:

Department of Defense Form 1787, Report of Defense Related Employment as Required by Public Law 91-121 and lists of civilian employees who were previously employed by or performed services for a defense prime contractor.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Public Law 91-121, section 410.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by the Civilian Personnel Division staff to assure that applicable DCA civilian employees submit a completed DD Form 1787 to review information as submitted for the possibility of a violation of the law or Department of Defense Directive, and to transmit a composite listing by employee name and defense contractor together with completed DD Forms 1787 to the Assistant Secretary of Defense (Manpower and Reserve Affairs).

Used by the Assistant Secretary of Defense (Manpower and Reserve Affairs) to prepare and transmit reports to the President of the Senate and the Speaker of the House of Representatives.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Retrieved by employee name.

SAFEGUARDS:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, trained and their duties require them to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Records are retained for two calendar years and subsequently destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

NOTIFICATION PROCEDURE:

Requests should be addressed to the Chief, Civilian Personnel Division, Code 720, Headquarters, DCA. The individual's full name and office code to which assigned will be required to determine if the system contains a record about him or her. The requestor may visit the Civilian Personnel Division, Code 720, Headquarters, DCA to obtain information on whether the system contains records pertaining to him or her. As proof of identity, the requestor must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Civilian Personnel Division, Code 720, Headquarters, DCA. The official mailing address is in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Individual employees submitting the DD Form 1787.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K700.07

SYSTEM NAME:

Employee Record File

SYSTEM LOCATION:

These cards are maintained by all supervisors of civilian employees.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees of DCA organizations in the Washington Metropolitan Area.

CATEGORIES OF RECORDS IN THE SYSTEM:

Standard Form 7B, Employee Record Card.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual, Supplement 293-31, Subchapter S7-2, Employee Record

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by operating officials as a source of data to initiate requests for personnel actions, to plan and schedule employee training to counsel employees on their performance, to establish a basis for proposing commendations or disciplinary actions and to carry out their personnel management responsibilities in general.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Vertical File Cards.

RETRIEVABILITY:

Information is accessed and retrieved by employee name.

SAFEGUARDS:

Building employs security guards. Records are maintained in area accessible only to authorized personnel who are properly screened and cleared and whose duties require them to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Records are not permanent. Cards for employees who are moving within the Agency are sent to the new operating office; Cards of employees who terminate employment with DCA are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA

NOTIFICATION PROCEDURE:

Requests should be addressed to the employee's supervisor. The individual's full name will be required to determine if the system contains a record about him or her.

RECORD ACCESS PROCEDURES:

The individual can contact his/her supervisor to gain access to the record. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Official Personnel Folder, individual employees, supervisors of employees, official personnel actions, civilian personnel staff.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K700.09

SYSTEM NAME:

603-02 Service Record Card Files

SYSTEM LOCATION:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

DecentralizeD Segments - DCA field activities in the Washington, DC, metropolitan area.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees or former civilian employees of DCA organizations.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains Standard Form 7, Service Record; Standard Form 7A, Service Record Continuation; and Standard Form 7D, Position Identification Strip

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual, Supplement 293-31, Subchapter S2, The Service Control File

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used as prescribed by Civil Service Commission regulations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Vertical file cards in metal and cardboard containers.

RETRIEVABILITY:

Information is accessed and retrieved by name and organizational location.

SAFEGUARDS:

Recoreds are maintained in area accessible only to authorized personnel who are properly screened, cleared and trained and whose duties require them

to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Records are not permanent. They are retained in an active file until the individuals terminate their employment with DCA; held for five additional years in an inactive file in DCA and then transferred to Washington National Records Center where they are held for an additional ten years and subsequently destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

NOTIFICATION PROCEDURE:

Information may be obtained from:

Primary Ststem - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's liense.

RECORD ACCESS PROCEDURES:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Official Personnel Folder Files

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K700.10

SYSTEM NAME:

603-08 Annual Classification Maintenance Review File

SYSTEM LOCATION:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities in the washington, dc, metropolitan area.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DCA civilian employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains a report of the annual classification maintenance review by individual employee, position description number, position title/series/grade

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 1310 of the Supplemental Appropriation Act, 1952 as amended (5 USC 3101, Note) Whitten Amendment

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Civilian Personnel organizations -- used to identify positions subject to the annual maintenance classification review and to take appropriate position classification action for positions which require adjustments.

Civilian employees and supervisors-- used to identify the need for each position and to certify the accuracy and completeness of each officially classified position.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Retrieved by employee name and position description number.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Records are maintained in area accessible only to authorized personnel who are properly screened, cleared and trained and whose duties require them to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Records are not permanent. They are retained in active file for two calendar years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

NOTIFICATION PROCEDURE:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to mine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the rquestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information in the system is obtained from the Personnel Management Information System, Official Positon Descriptions, civilian employees and their supervisors, and civilian personnel employees.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K700.11

SYSTEM NAME:

602-18 Promotion Register and Record Files

SYSTEM LOCATION:

Primary System - Civilian Personnel Division, Code 720, Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Candidates who apply for job vacancies under the DCA Civilian Merit Promotion Program.

CATEGORIES OF RECORDS IN THE SYSTEM:

The file contains the Job Opportunity Announcement; list of candidates; rating sheets; evaluation instrument; supervisory appraisals; DCA Form 237, Eligibility List; SF 171, Personal Qualifications Statements; DCA Form 328, Applicants Card Record; and other supporting documentation generated in the evaluation of candidates.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual, Chapter 335, Promotion and Internal Placement

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by the Civilian Personnel Office staffs to prepare and issue Job Opportunity Announcements; evaluate candidates' qualifications and develop promotion certificates in coordination with promotion panels and supervisors, notify candidates of selection or nonselection, monitor the DCA Civilian Merit Promotion Program, and to otherwise complete and document merit promotion actions.

Used by supervisors and members of promotion panels to evaluate candidates, interview candidates and to notify the Civilian Personnel Office staffs when selections are made.

Used by Department of Defense and Civil Service Commission inspectors to review promotion actions for compliance with merit promotion policy.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Information is accessed and retrieved by employee name and Job Opportunity Announcement Number.

SAFEGUARDS:

Records are maintained in area accessible only to authorized personnel who are properly screened, cleared and trained and whose duties require them to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Records are not permanent. They are retained in active file for two calendar years and subsequently destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, Defense Communications Agency Directors of DCA field activities in the Washington, DC, metropolitan area.

NOTIFICATION PROCEDURE:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, Defense Communications Agency

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, Defense Communications Agency

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Job application from individuals, current and former supervisory appraisals, Official Personnel Folder, promotion panels and civilian personnel office staff, selecting officials.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K700.12

SYSTEM NAME:

602-10 Civil Service Certificate Files

SYSTEM LOCATION:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants who are eligible for competitive appointments from Civil Service Commission registers to positions in DCA organizations.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains copies of Standard Form 39, Request for Certification, Civil Service Commission Form 1844, Certificates of Eligibles, Civil Service Commission Form 2934, Statement of Reasons for Passing Over and Preference Eligible and Selecting a Nonpreference Eligible, Civil Service Commission Form 775, Authority to Examine and Appoint Under Open Examination, and related correspondence supporting the action.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual, Chapter 332, Recruitment and Selection Through Comptetitive Examination.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used as prescribed by Civil Service Commission regulations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Information is accessed and retrieved by position title and position description number.

SAFEGUARDS:

Records are maintained in area accessible only to authorized personnel who are properly screened, cleared and trained and whose duties require them to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Records are not permanent. They are retained for two calendar years and subsequently destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

NOTIFICATION PROCEDURE:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Civil Service Commission certificates of eligibles and reports of action taken on certificates of eligibles.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K700.13

SYSTEM NAME:

602-26 Retention Register Files (Reduction-in-Force)

SYSTEM LOCATION:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees of organizations who compete during a Reduction-In-Force (RIF); civilian employees who receive a RIF notice and are eligible for registration in the Department of Defense Program for Stability of Civilian Employment and the Civil Service Commission Displaced Employee Program and the Reemployment Priority List.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains copies of Retention Registers and Reduction-in-Force Notices, Civil Service Commission Displaced Employee Program Registration; Department of Defense Form 1817, Program for Stability of Civilian Employment Registration; Reemployment Priority List, Qualifications Appraisal.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual, Chapter 351, Reduction-in-Force

Department of Defense Directive 1400.20, Program for Stability of Civilian Employment in the Department of Defense

Department of Defense Program for Stability of Civilian Employment Policies, Procedures and Programs Manual, DoD 1400.20-1-m.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used as prescribed by Civil Service Commission and Department of Defense regulations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and computer printout of Retention Registers.

RETRIEVABILITY:

Information is accessed and retrieved by name.

SAFEGUARDS:

Records are maintained in area accessible only to authorized personnel who are properly screened and cleared and whose duties require them to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Records are not permanent. They are retained for five years and subsequently destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

NOTIFICATION PROCEDURE:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contais records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Contact the Civilian Personnel Office at the

appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Official Personnel Folder, computer printout of retention register, DCA management, individual employees and supervisors, civilian personnel office staff, official position description, Civil Service Commission, Department of Defense.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K700.15

SYSTEM NAME:

603-05 Chronological Journal Files

SYSTEM LOCATION:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees or former civilian employees of DCA organizations for whom a personnel action affecting their employment with DCA was processed within the last two calendar years.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains copies of Standard Form 50, Notification of Personnel Action, Standard Form 50A, Notice of Short Term Employment and list forms used in lieu of Standard Form 50.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual, Supplement 239-31, Subchapter S3, The Chronological Journal File

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used as prescribed by Civil Service Commission regulations

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records filed in three-ring binders.

RETRIEVABILITY:

Information is accessed and retrieved by name or type of personnel action.

SAFEGUARDS:

Records are maintained in area accessible only to authorized personnel who are properly screened, cleared and trained and whose duties require them to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Records are not permanent. They are retained for two calendar years and subsequently destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

NOTIFICATION PROCEDURE:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Official Personnel Folder Files, official position description, individual employees, supervisors of employees, civilian personnel staff members, and Civil Service Commission.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K700.16

SYSTEM NAME:

Classification Appeals File

SYSTEM LOCATION:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees of DCA who appeal a position classification action to the Agency; civilian employees who appeal a classification action to the Civil Service Commission and Agency appeals to the Civil Service Commission.

CATEGORIES OF RECORDS IN THE SYSTEM:

Official position description of the employee and the supervisor evaluation statements, organizational charts, employee/supervisor statements concerning completeness and accuracy of the position description and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual, Chapter 511, Classification Under the General Schedule; Chapter 532, Coordinated Federal Wage System

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by the civilian personnel office staff to process classification appeals and render classification decisions; to advise employees of classification decisions; to submit information concerning employee and agency appeals to the Civil Service Commission; and as a reference

document for future classification actions.

Used by the Civil Service Commission to process classification appeals and to notify the agency and employees of classification decisions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Information is accessed and retrieved by employee name.

SAFEGUARDS:

Building employs security guards. Records are maintained in area accessible only to authorized personnel who are properly screened and cleared and whose duties require them to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Records are not permanent. They are destroyed when obsolete.

SYSTEM MANAGER(S) AND ADDRESS:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

NOTIFICATION PROCEDURE:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personne, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the rquesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the rquestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Civilian personnel office employees, DCA management officials appellant and their supervisors, and Civil Service Commission.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K700.17

SYSTEM NAME:

603-01 Official Personnel Folder Files (Standard Form 66)

SYSTEM LOCATION:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees of DCA organizations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Standard Form 171 Personal Qualifications Statement Standard Form 172 Supplemental Experience and Qualifications Statement Standard Form 50 Notification of Personnel Action Standard Form 50A Notice of Short Term Employment Standard Form 52 Request for Personnel Action Standard Form 15 Claim for Veteran's Preference Standard Form 51 Request for Insurance Standard Form 176 Election, Declination, or Waiver of Life Insurance Coverage, FEGLI Standard Form 176A The Federal Employees Group Life Insurance Program Standard Form 54 Designation of Beneficiary, Group Life Insurance Standard Form 61 Appointment Affidavits Standard Form 61B Declaration of Appointee Standard Form 70 Proof of Residence Standard Form 78 Health Qualification Placement Record Standard Form 144 Prior Federal & Military Service Standard Form 2809 Health Benefits Registration Form Standard Form 2810 Notice of Change in Health Benefits Enrollment Standard From 39 Request for Certification Standard Form 39A Request for FSEE Certification Standard Form 59 Request for Approval of Noncompetitive Action Standard Form 75 Request for Preliminary Employment Data Standard Form 144 Statement of Prior Federal and Military Service Standard Form 161 Executive Inventory Record Standard Form 161A SF 161 Continuation Sheet DA Form 2515 Payroll Change Slip Standard Form 1126 Payroll Change Slip Standard Form 1152 Designation of Beneficiary, Unpaid Compensation of Deceased Employee CA1/CA-1&2 Notice of Injury of Occupational Disease DA2515 Notice of Within Grade/Pay Adjustment WA18, WA8 Direct Hire Authority Optional Form 8 Position Description DD Form 214 Armed Forces of the United States Report of Transfer or Discharge DD Form 1559/1917 Employee Career Appraisal (Test) DD Form 1617 Transportation Agreement - Overseas Employee DD Form 1618 Transportation Agreement - Transfer of DoD Civilian Employees to and within Continental ! United States CSC Form 2800A Proof of Selection for Career/Career Conditional Appointment CSC Form 813 Request for Verification of Military Service DCA Form 89 Service Award Work Sheet & Record DCA Form 103 Notice of Performance Rating DCA Form 104 Recommendation for Outstanding Performance Rating DCA Form 222 Quality Salary Increase Recommendation and Approval DCA Form 105 Recommendation for Performance Award Records of Training Civil Service Commission Letters authorizing waivers and exceptions Official Letters of Commendation Debt Correspondence Official Disciplinary Actions Reduction-in-Force Letters

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual, Supplement 293-31, Subchapter S5, The Official Personnel Folder File.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used as prescribed by Civil Service Commission Regulations and to provide data for the automated Defense Communications Agency Personnel Management Information System (PERMIS)

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records stored in file folders.

RETRIEVABILITY:

Information is accessed and retrieved by name.

SAFEGUARDS:

Records are maintained in Lektriever with combination lock and are accessible only to authorized personnel who are properly screened, cleared and trained and whose duties require them to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Temporary Records - Must be retained in the Official Personnel Folder (left side) for a minimum period of one year or until the employee transfers or separates, whichever occurs first, except that official letters of admonishment, warning, caution, reprimand, and similar disciplinary action papers may be removed at any time if it is decided later that the action was unwarranted. Otherwise, most temporary records may remain in an employee's personnel folder as long as he remains with the same agency, except that letters of caution, warning, admonishment, reprimand, and similar disciplinary action papers must not be kept in the folder longer than three years, unless the agency has received an exception from the Civil Service Commission.

Permanent Records - Personnel action reports and other documents filed on the right side of the folder are permanent records and 'travel' with the employee throughout his or her entire Federal career. Records are maintained in DCA until the individuals terminate their employment with DCA and subsequently are transferred to another government agency or if the employee is separated from the Federal service the records are transferred to the National Personnel Records Center (Civilian), St. Louis, Missouri.

SYSTEM MANAGER(S) AND ADDRESS:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

NOTIFICATION PROCEDURE:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA.

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Former government agencies with which the individual was employed, individual employees, supervisors of employees, official personnel actions, military service records, Civil Service Commission records, and information listed in the records category and civilian personnel staff.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K890.01

SYSTEM NAME:

Freedom of Information Act File (FOIA)

SYSTEM LOCATION:

Central - Office of Civilian Assistant to Chief of Staff, DCA, Code 104. Decentralized - DCA Field Activities World-wide

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons who request information under FOIA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Consists of (1) policy file which contains DoD Directive 5400.7, Availability to the Public of DoD Information, 14 February 1975; DCA Instruction 210-225-1, Availability to the Public of DCA Information 31 March 1975; USAF Regulation 12-30, Disclosure of Air Force Records to the Public, 19 February 1975; Department of Health, Education and Welfare, Public Information, contained in Federal Register Vol 39, Number 248, Part II, 24 December 1974; Commanders Digest, Vol 17, Number 8, Freedom of Information Actions, 18 February 1975; DoD Directive 5400.9, Publication of Proposed and Adopted Regulations Affecting the Public, 23 December 1974; and DCA Messages to Field Activities implementing the FOIA. (2) Log File which consists of a record of all written requests for information under the FOIA which have been processed within DCA since 1 January 1975. (3) Correspondence received in DCA relating to FOIA, including replies thereto.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 552, as amended by P. L. 93-502, Freedom of Information Act.

DoD Directive 5400.7, 14 February 1975, Availability to the Public of DoD Information.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

For making available to the public the maximum amount of information concerning the operations and activities of DCA. DCA Management - to receive, process, and respond to requests for information under FOIA. DCA Counsel and Director, DCA - to review and deny requests for information under provisions of FOIA and to forward applicable correspondence to DoD when the denial may be contested or appealed.

DoD and Department of Justice - for review and in event of judicial action.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The paper records in file folders.

RETRIEVABILITY:

Retrieved by the control number and the name of the individual who requested the information.

SAFEGUARDS:

Records are stored in a locked safe. Records pertaining to policy are permanent. Correspondence maintained for two years, then destroyed. Records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

All records (except the Authorities which are permanent) are retained by Code 104, Headquarters, DCA, for two years. Logs are kept until reference need expires.

SYSTEM MANAGER(S) AND ADDRESS:

Civilian Assistant to the Chief of Staff, Headquarters, DCA, Code 104, Defense Communications Agency, Washington, D.C. 20305.

NOTIFICATION PROCEDURE:

Requests from individuals relating to information from DCA Headquarters or DCA Field Activities in the Washington Metropolitan area should be addressed to the Civilian Assistant to the Chief of Staff, Code 104, Headquarters, DCA, Washington, D.C. 20305. Requests from individuals relating to information from DCA Field Activities outside the Washington Metropolitan area should be addressed to the Commanders of those activities. Individual must provide his full name, a detailed description of the record desired. For personal visits, the individual must present proof of identity to include full name and social security number as well as positive identification, i.e., such as driver's license, etc., and fully identify record desired.

RECORD ACCESS PROCEDURES:

Contact Civilian Assistant to the Chief of Staff, Headquarters, DCA, Code 104. The mailing address is listed in the organization directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agencies' rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

From individuals concerned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

As specified by the requested record system.

K890.03

SYSTEM NAME:

Awards Case History File

SYSTEM LOCATION:

Military Personnel Division, Code 710, Hq, Defense Communications Agency (DCA). Decentralized Segment - Defense Communications Operations Center, Allocations and Engineering Division, Code N230.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records are maintained on military personnel of the Army, Air Force, Navy and Marine Corps, assigned to the Defense Communications Agency, that have been recommended for an award while assigned/received an award that was presented by the Director/Vice Director/or received a promotion and the ceremony was conducted by the Director/Vice Director.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records contain recommendation for an award, citation, memorandum and copy of ceremony announcement and the Director's brief sheet, biographical summary sheet and minutes of the awards board meetings. Categories of information are: Personnel identification and narrative justification for an award.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.Code 1121.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by the DCA awards personnel to manage the awards program of this Agency.

Department of the Army uses to grant or deny service awards.

Department of the Navy uses to grant or deny service awards.

Department of the Air Force uses to grant or deny service awards.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in file folders and locked in filing cabinets.

RETRIEVABILITY:

Information is accessed and retrieved by name.

SAFEGUARDS:

Building employs security guards. Records are maintained in area which is accessible only to authorized personnel that are properly screened, cleared, and their duties require them to be in the area where the records are maintained.

RETENTION AND DISPOSAL:

Records are not permanent. They are destroyed 2 years after individual has departed from this Agency/or upon approval of the award whichever is later.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Assistant to the Director for Personnel, Code 700, Hq, DCA. The full name, rank, and social security number of the requesting individual will be required to determine if the system has a record about the individual. The requester may visit the Military Personnel Division, Code 710, Hq, DCA to obtain information on whether the system contains records pertaining to the individual. As proof of identiy the requester will present his U.S. Armed Forces ID Card.

RECORD ACCESS PROCEDURES:

Contact the Assistant to the Director for Personnel, Code 700, Hq, DCA. The official mailing addresses are in the DoD Directory in the appendix to the Defense Communications Agency's Systems Notice and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Activity/Area Commanders, Deputy Directors, Vice Director, Director, Comptroller, Assistant to the Director for Administration and Assistant to the Director for Personnel, who submit recommendations for awards on individuals assigned to their activity. Source data documents are: DA Form 638, Recommendation for Award (Army), AF Form 642, Recommendation for Decoration (Air Force), NAVPERS Form 1650/6, Recommendation for Award (Navy). Letter recommendations following the format prescribed in DCAI 220-15-39.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K890.04

SYSTEM NAME:

Military Personnel Management/ Assignment Files

SYSTEM LOCATION:

Military Personnel Division, Code 710, Headquarters, Defense Communications Agency (DCA).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records are maintained on military personnel of the Army, Air Force, Navy and Marine Corps currently assigned to the Defense Communications Agency.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records contain qualification records, duty status, special orders, assignment actions, personnel action requests, and suspense items for individuals to update Military Personnel Records maintained by the Military Department's Personnel Office. The category of data maintained is: personnel identification, assignment history and eligibility, medical profile status and military and civilian education history.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code 3012, 6011, 8012.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

DCA uses this information to manage the military personnel assigned. The majority of the information is furnished by the Military Departments. This information is used: to determine acceptance/non-acceptance for assignment to this Agency, to determine requisition base, to determine qualifications for requirements peculiar to the Agency, performance evaluations, position manning reports, strength accountability, data upon which to base individual requests for personnel actions, and biographical and statistical reports to top DCA management.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in file folders in filing cabinets.

RETRIEVABILITY:

Information is access and retrieved by name.

SAFEGUARDS:

Building employs security guards. Records are maintained in area which is accessible only to authorized personnel that are properly screened, cleared, and their duties require them to be in the area where the records are maintained.

RETENTION AND DISPOSAL:

Records are not permanent. They are destroyed upon reassignment from DCA.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Assistant to the Director for Personnel, Code 700, Headquarters, DCA. The full name, rank, and social security number of the requesting individual will be required to determine if the system has a record about the individual. The requester may visit the Military Personnel Division, Code 710, Hq, DCA to obtain information on whether the system contains records pertaining to the individual. As proof of identity the requester will present his U.S. Armed Forces Identification Card.

RECORD ACCESS PROCEDURES:

Contact the Assistant to the Director for Personnel, Code 700, Hq, DCA. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's Systems Notice and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Basic sources of data are the Military Departments: Army, Air Force and Navy. Qualification records furnished when the individual is nominated for assignment to the Agency. The types of forms that are used as source data are: Army DA Form 2475-2 (Personnel Data-SIDPERS), DA Form 31 (Request and Authority for Leave), DA Form 2/2-1 (Qualification Record), PERSINCOM Form 260 Officers Record Brief), Special Orders; Air Force AF Form 47 (Personnel Security Certificate), AF Form 298-1 (Career Brief Officer), AF Form 1074 (Career Brief Enlisted), AF Form 899 (Reassignment Orders), AF Form 152/988 (Leave Forms), AF Forms 2095/2096/2097/2098 (Personnel Actions Forms); Navy Career Brief Officers, NAVPERS 1070/602 (Dependency Application/Record of Emergency Data), Orders, OPNAV Form 5521-420 (Certificate of Clearance), NAVPERS 601-3 (Enlisted Classification Record), NAVPERS 601-4 (Navy Occupation and Training History), NAVPERS 601-9 (Enlisted Performance Record), NAVPERS Form 1616/18 (Performance Evaluation Report); Marine Corps, Career Brief. All services file letters, messages and general correspondence, DA Form 2490 (Disposition Form), relative to the individuals assigned to the Agency.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K890.05

SYSTEM NAME:

Overseas Rotation Program Files

SYSTEM LOCATION:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA).

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees of DCA organizations in the Continental United States (CONUS) assigned to a position with a government organization outside the CONUS.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains copies of Standard Form 30, Notification of Personnel Action; Standard Form 55, Notice of Conversion Privilege, Group Life Insurance; Standard Form 56, Agency Certification of Insurance Status; Standard Form 171, Personnel Qualifications Statement; Standard Form 172, Supplemental Experience and Qualifications Statement; Standard Form 2810, Notice of Change in Health Benefits Enrollment; DD Form 1617, Transportation Agreement-Overseas Employees; DA Form 2515, Payroll Change Slip; Statement of Agreement; Position Description; Request for Extension of Reemployment Rights; General correspondence pertaining to the overseas assignment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual, Chapter 301, Overseas Employment

Department of Defense Instruction 1404.3, Standardized Overseas Tours of Duty for United States Citizens Employees of the Department of Defense.

Department of Defense Instruction 1404.8, Rotation of Employees from Foreign Areas and the Canal Zone.

Department of Defense Directive 1400.6, Statement of Personnel Policy for Civilian Personnel of the Department of Defense in Overseas Areas.

Department of Defense Program for Stability of Civilian Employment Policies, Procedures and Programs Manual, DoD 1400.20-1-M.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by the personnel office staff as a source document to resolve questions concerning overseas employees who have reemployment rights to DCA/CONUS activities, to determine placement rights and to process actions for the exercise of reemployment rights.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Information is accessed and retrieved by name and occupational location.

SAFEGUARDS:

Records are maintained in area accessible only to authorized personnel who are properly screened, cleared and trained and whose duties require them to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Records are not permanent. They are retained until the employee exercises reemployment rights within the CONUS and are subsequently destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

NOTIFICATION PROCEDURE:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA.

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA.

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's system notice and should be referenced by the requester.

Decentralized Segments - Commander, DCA-Western Hemisphere, Building 6286, Fort Carson, Colorado 80913; Commander, Defense Commercial Communications Office, Scott Air Force Base, Illinois 62225.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained for the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Official personnel folder; individual employees; personnel office staff.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K890.06

SYSTEM NAME:

Card File for Forwarding Mail of Departed Personnel

SYSTEM LOCATION:

Correspondence and Mail Processing Branch, Code 212, Headquarters, Defense Communications Agency (DCA). Decentralized Segment - Defense Communications Engineering Center, Administrative Offices, Code R120.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records system contains the names of personnel who have been reassigned who had been receiving their mail through the correspondence and Mail Processing Branch, Code 212, Headquarters, DCA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Card file consisting of individual's name and forwarding address for mail.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Post Office Department, USA, Postal Manual, Chapter 1, Part 158.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by personnel of the Correspondence and Mail Processing Branch, Code 212, Headquarters, DCA for forwarding mail to personnel of Headquarters, DCA; Headquarters, National Communications System; and the Defense Communications Agency Operations Center, who have departed.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in a card file box.

RETRIEVABILITY:

Information is accessed and retrieved by name.

SAFEGUARDS:

Building employs security guards. Records are maintained in area which is alarmed and is accessible only to authorized personnel that are properly screened, cleared, and their duties require them to be in the area where the records are maintained.

RETENTION AND DISPOSAL:

Records are not permanent. They are retained for one year after an individual's departure and are then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Administrative Division, Code 210, Headquarters, DCA. Decentralized Segment - Chief, Management Services Office, Defense Communications Engineering Center, R120.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Administrative Division, Code 210, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Correspondence and Mail Processing Branch, Code 212, Headquarters, DCA to obtain information on whether the system contains records pertaining to

him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license. Decentralized Segment - Chief, Management Services Office, Defense Communications Engineering Center, R120.

RECORD ACCESS PROCEDURES:

Contact the Chief, Administrative Division, Code 210, Headquarters, DCA. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Names and addresses of individuals in the system are furnished by the individuals who have been reassigned who had been receiving their mail through the Correspondence and Mail Processing Branch, Code 212, Headquarters, DCA.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K890.07

SYSTEM NAME:

Education, Training, and Career Development Data System

SYSTEM LOCATION:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, Defense Communications Agency (DCA).

Decentralized Segments - DCA Field Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military and civilian personnel currently or formerly assigned to or employed by the DCA.

CATEGORIES OF RECORDS IN THE SYSTEM:

System contains individual career development plans (for civilians only); education and training historical data; applications for training funded, sponsored, or arranged by DCA; evaluations (by the trainee) of education or training received; applications for programs for which candidates are competitively selected; for example senior military service schools and other long-term training; agreements to continue government service in return for training received; and supervisor evaluations of the results of training given to their employees.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual, Chapter 410 'Training'

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by supervisors and by training specialists for career development planning and for determining appropriate training for individuals. Also used to determine an individual's eligibility for training and to justify education and training courses and their associated expenditures.

Used by managers in the DCA and by training specialists to determine agency training needs and the ability of specific courses to satisfy those needs. Also used to determine results and accomplishments of the DCA training programs (often presented in statistical form for this purpose).

Used by Career Development Specialists to prepare reports of training for the Civil Service Commission and for DoD.

Used by DCA procurement personnel and DCA legal staff as the basis for supporting or enforcing legal obligations, such as payment of tuition and fees, reimbursement of trainee's expenses, contractual obligations, or continued-service agreement.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and punched cards.

RETRIEVABILITY:

Retrieved by name or SSAN

SAFEGUARDS:

System is in building which uses security guards to control access to the building. Only authorized personnel are allowed access to the building. Files are kept in standard drawer-type filing cabinets.

RETENTION AND DISPOSAL:

Individual records are maintained as long as the individual is employed by or assigned to the DCA. After a person leaves the DCA, his/her individual files are destroyed within one year of the departure.

Consolidated reports may be maintained for as long as five (5) years before they are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant to the Director for Personnel, Code 700, Hq. DCA

NOTIFICATION PROCEDURE:

Personnel currently assigned to or employed by the DCA Headquarters or DCA Field Activities in the Washington Metropolitan Area, and all personnel formerly assigned to or employed by DCA Headquarters or any DCA Field Activity may obtain information from:

Assistant to the Director for Personnel
Defense Communications Agency
8th St. & South Court House Road
Arlington, Virginia 22204

Personnel currently assigned to or employed by DCA Field Activities outside the Washington Metropolitan Area may obtain information from the commander of their activity.

Requests for information must contain name, SSAN, DCA activity to which assigned, and dates employed by or assigned to DCA.

Proof of identity for those appearing in person is an employee's ID card, driver's license, passport, or similar identification which contains both the name and a photograph of the individual. Proof of identity for individuals not appearing in person will be a notorized statement certifying that the person requesting the information has been identified by the notary public by means of an employee ID card, driver's license, passport, or other identification containing both the name and a photograph of the individual.

RECORD ACCESS PROCEDURES:

Contact the Assistant to the Director for Personnel for information concerning access to individual records. The official mailing address is in the Department of Defense Directory, in the appendix to the DCA systems notice.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Data in this system is obtained from individual Official Personnel Folders/Files or is supplied by the individual or by his/her supervisor.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

DCA STATION LIST DIRECTORY

ALASKA

DCA Alaska Field Office
Code N250
Elmendorf AFB, AK 99506
Defense Commercial Communications Office Alaska
Elmendorf AFB, AK 99506

CALIFORNIA

DCA Guam Field Office
Box 141, NAVCAMS WESTPAC
FPO San Francisco 96630
DCA Northwest Pacific Region
APO San Francisco 96328
DCA Korea Field Office
APO San Francisco 96301
DCA Southwest Pacific Region
APO San Francisco 96274
DCA Los Angeles Field Office
Post Office Box 92960, Worldway Postal Center
Los Angeles, CA 90009

DISTRICT OF COLUMBIA

Command and Control Technical Center
Washington, D.C 20301
Headquarters Defense Communications Agency
Washington D.C. 20305
National Communications System/ Defense Communications Agency Operations Center
Washington D.C. 20305
White House Communications Agency
Washington D.C. 20500

HAWAII

DCA Pacific Area
Wheeler AFB, HI 96854
Defense Commercial Communications Office Pacific
Ft Shafter, HI 96858

ILLINOIS

DCAOC Allocation and Engineering Division
Code N230
Stop 850A
Scott AFB, IL 62225
Defense Commercial Communications Office
Scott AFB, IL 62225

NEW YORK

DCA Field Office Athens
APO New York 09223
DCA European Area
APO New York 09131
DCA Field Office Italy
Box 166
AFSOUTH NATO
FPO New York 09524
DCA Field Office United Kingdom
APO New York 09378
DCA Field Office Worms
APO New York 09056
Defense Commercial Communications Office Europe
APO New York 09130

VIRGINIA

Defense Communications Engineering Center
1860 Wiehle Avenue
Reston, VA 22090

WASHINGTON

DCA Okinawa Field Office
Box 959
FPO Seattle 98773

ADDENDUM TO DCA STATION LIST DIRECTORY

The Director, DCA is also the Manager, National Communications System (NCS), the Chairman, U.S. Military Communications Electronics Board (USMCEB), and the Director, Worldwide Military Command and Communications System (WWMCCS) Systems Engineering. To the extent that the Director, DCA performs these other functions, the records systems described herein pertain to and are available to employees of these organizations, and may be corrected by means of the same process described for DCA files systems, unless specified otherwise herein.

With the exception of personnel records for Navy officers assigned to DCA activities in the Washington metropolitan area, the official military personnel records of military personnel assigned to DCA are maintained by the parent department and that department has the only complete official copies of the military members personnel records file. Responsibility for the completeness and accuracy of these files is invested in the military department. While the DCA commander or office chief may assist the military members in obtaining access or making corrections, DCA does not have the authority either to grant access or make corrections. The documents maintained by DCA on military personnel are copies of records provided by the military departments during the nomination process, copies of personnel correspondence generated during the members tenure in DCA, promotion rosters furnished by the military departments, and copies of orders published by the departments. A few documents are maintained as a result of requirements imposed by the departments (leave forms for Army and Air Force personnel and SIDPERS for Army personnel).

In the case of Navy officers in the Washington area, DCA maintains the Navy Officers service records and can grant access and make corrections within the purview of NAVPERS 15791, Bureau of Naval Personnel Manual.

DEFENSE INTELLIGENCE AGENCY

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as

may be required, to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below, only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE - LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and criminal investigations of the Component requesting the record.

ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom, maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

L DIA 0005

SYSTEM NAME:

Personnel Management Information System (PMIS)

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.D. 20301

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and former military and civilian employees of DIA. Military and civilian personnel and their dependents

nominated for assignment to the Defense Attache System.

CATEGORIES OF RECORDS IN THE SYSTEM:

This system consists of a variety of personnel and directory data, security, education, training, financial health information, location, telephone and employment related records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133d, the Secretary of Defense issued Department of Defense Directive 5105.21 creating the Defense Intelligence Agency as a separate agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records are used by staff, administrative and operating officials to prepare individual administrative transactions; make decisions on the rights, benefits, entitlements and the utilization of individuals; provide a data source for the production of reports, statistical surveys, rosters, documentation and studies required for the orderly personnel administration within DIA. Information will be disclosed to such other Federal agencies, state and local governments, as may have a legitimate use for such information and which agree to apply appropriate safeguards to protect data so provided and which is consistent with the conditions or reasonable expectations of use and disclosure under which the information was provided, collected or obtained. Information collected concerning home phone, address and emergency notification data is used to provide postal and locator service, to identify next-of-kin for emergency notification and as a source document to prepare recall and special rosters required for the Agency's day-to-day operation and emergency functions. At overseas locations information may be provided to host country, Department of State, Department of Justice, Department of Treasury and the Central Intelligence Agency.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated, maintained on magnetic tape and manual in paper files and cards and microfilms.

RETRIEVABILITY:

By name or social security account number.

SAFEGUARDS:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

RETENTION AND DISPOSAL:

Paper files are destroyed when employment with the Agency ceases. Temporary microfilm records are destroyed when replaced within an updated film and magnetic tape files are retained indefinitely as permanent record. Directory Service files are destroyed one year after the individual departs the agency. Defense Attache System records are maintained for one year beyond the individual's tour completion date and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Assistant Director for Personnel, Defense Intelligence Agency, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: CAO (PA 1974), Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E-223, Pentagon, Washington, D.C.

RECORD ACCESS PROCEDURES:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specific limit. Requests can be mailed to: CAO (PA 1974), Defense Intelligency Agency, Washington, D.C. 20301, or personally delivered to room 3E-223, Pentagon, Washington, D.C.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determination. The requester shall provide a statement setting forth the reasons for his or her disagreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to CAO (PA 1974), Defense Ingelligence Agency, Washington, D.C., or personally delivered to room 3E-223, Pentagon, Washington, D.C.

RECORD SOURCE CATEGORIES:

Agency officials and Ambassadors, employees, educational institutions, parent service of individuals and immediate supervisor on station and other Government agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

L DIA 0010

SYSTEM NAME:

Requests for Information

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who make requests to DIA for information.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence from requester, and documents related to the receipt, processing and final disposition of the request.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide information for compiling reports required by public disclosure statutes and to assist the Department of Justice in preparation of the Agency's defense in any law suit arising under these statutes.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual in paper files.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

RETENTION AND DISPOSAL:

Granted access: destroy 2 years after date of agency reply. Denied access, but no appeals by requester: destroy 5 years after date of agency reply. Contested records: destroy 4 years after final denial by agency, or 3 years after final adjudications by courts, whichever is later.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Assistant Director for Technical Services and Support, Defense Intelligence Agency, Washington, D.C. 20301

NOTIFICATION PROCEDURE:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: CAO (PA 1974), Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E223, Pentagon, Washington, D.C.

RECORD ACCESS PROCEDURES:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: CAO (PA 1974), Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E223, Pentagon, Washington, D.C.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: CAO (PA 1974), Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E223, Pentagon, Washington, D.C.

RECORD SOURCE CATEGORIES:

Individual requesters and agency officials.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

L DIA 0011

SYSTEM NAME:

Student Information Files

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and former students of the Defense Intelligence School.

CATEGORIES OF RECORDS IN THE SYSTEM:

Student's biographic data and administrative/academic documents related to the student's enrollment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used to document, monitor, manage, and administer the student's performance at the School and to provide verification of training accomplished to federal agencies, military departments and educational institutions when requested.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated on magnetic disc and tape and manual in paper files.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

RETENTION AND DISPOSAL:

Registration cards are held 2 years and then retired to the Washington National Record Center. They are destroyed when 25 years old.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant, Defense Intelligence School, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: CAO (PA 1974), Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E223, Pentagon, Washington, D.C.

RECORD ACCESS PROCEDURES:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: CAO (PA 1974), Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E223, Pentagon, Washington, D.C.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with

respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: CAO (PA 1974), Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E223, Pentagon, Washington, D.C.

RECORD SOURCE CATEGORIES:

Individual, parent service, educational institutions, previous employees and other federal agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

L DIA 0014

SYSTEM NAME:

Employee Grievance Files

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and former civilian employees of DIA who have submitted grievances in accordance with DIAR 22-12.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain all records and documents relating to grievances filed by Agency employees to include statements of witnesses, reports of inter views and hearings and examiner's findings, recommendations, decisions and related correspondence or exhibits.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 creating the Defense Intelligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

These records and information in these records may be used: to dis close information to any source from which additional information is requested in the course of processing a grievance to the extent neces sary to identify the individual, inform the source of the purpose(s) of the request and identify the type of information requested; to another Federal agency or to a court when the Government is party to a judicial proceeding before the court; by the Agency in the production of summary descriptive statistics, analytical studies and training in support of the function for which the records are collected and main tained or for related work force studies; to officials of the Merit Systems Protection Board including the Office of the Special Counsel, or the Equal Employment Opportunity Commission when requested in per formance of their authorized duties; to disclose in response to a request for discovery or for appearance of a witness, information that is rele vant to the subject matter involved in a pending judicial or admini strative proceeding.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual in paper files.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

RETENTION AND DISPOSAL:

Record is destroyed 3 years after closing of the case.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Assistant Director for Personnel, Defense Intelligence Agency, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: CAO (PA 1974), Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or per sonally delivered to room 3E223, Pentagon, Washington, D.C.

RECORD ACCESS PROCEDURES:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specific limit. Requests can be mailed to: CAO (PA 1974), Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 2E223, Pentagon, Washington, D.C.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to ebe in writing and made within 30 days of the date of notification of the initial determination. The requester shall provide a statement setting forth the reasons for his or her disagreement with the initial determination and provide such addi tional material to support his or her appeal. Requests can be mailed to: CAO (PA 1974), Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E223, Pentagon, Washington, D.C.

RECORD SOURCE CATEGORIES:

By the individual, testimony of witnesses, Agency officials and from related correspondence from organizations or persons.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

L DIA 0015

SYSTEM NAME:

Biographic Sketch

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who interface with the DIA on a fee or non-fee basis.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains biographic data to include name, date and place of birth, educational background, lists of published works or notable achievements in the intelligence scientific or academic community, intelligence experience, etc.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To establish an individual's bona fide as a noted authority in a specialized area for the pur- poses of utilizing that expertise to fill a gap in the Defense Intelligence Agency's resources. Information will be disclosed to such other federal agencies, state and local governments, as may have a legitimate use for such information and which agrees to apply appropriate safeguards to protect data so provided and which is consistent with the conditions or reasonable expecta- tions of use and disclosure under which the information was provided, collected or obtained.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual in paper files.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

RETENTION AND DISPOSAL:

Records are destroyed when no longer required.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Assistant Director for Technical and Services Support, Defense Intelligence Agency, Washington, D.C. 20301 ington, D.C. 20301.

NOTIFICATION PROCEDURE:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: CAO (PA 1974), Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E223, Pentagon, Washington, D.C.

RECORD ACCESS PROCEDURES:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: CAO (PA 1974), Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E223, Pentagon, Washington, D.C.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: CAO (PA 1974), Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E223, Pentagon, Washington, D.C.

RECORD SOURCE CATEGORIES:

Individual, academic institutions or the individual's employer.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

L DIA 0140

SYSTEM NAME:

Passports and Visas

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All DIA personnel requiring passports.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files containing passports and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To obtain and safekeep official passports until needed for travel and to obtain necessary visas from appropriate Embassies. Notify individuals to reapply when passports expire and to return passports to the Department of State upon departure of the individual from DIA.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual in paper files.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

RETENTION AND DISPOSAL:

Passports are returned to Department of State upon departure of the individual from DIA.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Assistant Director for Technical Services and Support, Defense Intelligence Agency, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: CAO (PA 1974), Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to

address indicated above or personally delivered to room 3E223, Pentagon, Washington, D.C.

RECORD ACCESS PROCEDURES:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: CAO (PA 1974), Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E223, Pentagon, Washington, D.C.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: CAO (PA 1974), Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E223, Pentagon, Washington, D.C.

RECORD SOURCE CATEGORIES:

Individual applicant and Department of State, Passport Office.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

L DIA 0209

SYSTEM NAME:

Litigation and Disposition Documentation.

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Files involving legal and administrative matters involving individuals.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence or legal documentation relating to individuals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used in connection with litigation by, disciplinary and administrative action against or in the disposition of claims and benefits of individuals both civilian and military. Will be provided to the Department of Justice, the Office of Personnel Management and various branches of the military services as may be necessary or required in the disposition of an individual case.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual in paper files.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

RETENTION AND DISPOSAL:

Records are destroyed when no longer needed.

SYSTEM MANAGER(S) AND ADDRESS:

Office of the General Counsel, Defense Intelligence Agency, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: CAO (PA 1974), Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E223, Pentagon, Washington, D.C.

RECORD ACCESS PROCEDURES:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: CAO (PA 1974), Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E223, Pentagon, Washington, D.C.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: CAO (PA 1974), Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E223, Pentagon, Washington, D.C.

RECORD SOURCE CATEGORIES:

Other offices within the Defense Intelligence Agency and the Department of Defense, the individual involved and other departments and agencies of the Executive Branch.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

L DIA 0271

SYSTEM NAME:

Investigations and Complaints

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and former civilian and military personnel who filed a complaint acted upon by the Inspector General, DIA, or who were the subject of an Inspector General, DIA, investigation or inquiry.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents relating to the organization, planning and execution of internal/external investi- gations and records created as a result of investigations conducted by the Office of the Inspector General, including

reports of investigations, records of action taken and supporting papers. These files include investigations of both organizational elements and individuals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records. Executive Order 12036, United States Intelligence Activities, January 24, 1978. Executive Order 11652, Classification and Declassification of National Security Informa- tion and Material, March 8, 1972.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records are used as a basis for recommending actions to the Command Element and other DIA elements. Depending upon the nature of the information it may be passed to appropriate elements within the Department of Defense, the Department of State, Department of Justice, Central Intelligence Agency and to other appropriate government agencies.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual in paper files.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

RETENTION AND DISPOSAL:

Records are held in current files for 5 years after completion and adjudicated of all actions. Retired to the Washington National Record Center . Investigations will be offered to the National Archives and complaints destroyed when 20 years old.

SYSTEM MANAGER(S) AND ADDRESS:

Inspector General's Office, Defense Intelligence Agency, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: CAO (PA 1974), Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E223, Pentagon, Washington, D.C.

RECORD ACCESS PROCEDURES:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: CAO (PA 1974), Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E223, Pentagon, Washington, D.C.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: CAO (PA 1974), Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E223, Pentagon, Washington, D.C.

RECORD SOURCE CATEGORIES:

Individuals interviewed in connection with an investigation.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under Title 5, U.S.C., 552a, subsections k(2), k(5) or k(7). For additional information see agency rules contained in (32 CFR Part 292a).

L DIA 0335

SYSTEM NAME:

Alcohol and Drug Abuse Reporting Program

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any civilian employee of the Defense Intelligency Agency (DIA) who has been diagnosed as an alcohol/drug abuser by a physician and subsequently enrolled in an alcohol/drug abuse treatment program. Former employees who were undergoing treatment at time of termination are retained in the file for two years and other former employees who were enrolled in a program less than two years before their termination may also be included.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains employee intake and follow-up records, initial interview forms, counselor observations and impressions of employee's behavior and rehabilitation progress, copies of medical consultation and procedures performed, results of bio-chemical urinalysis for drug abuse, and similar or related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, (10 U.S.C. 133d) the Secretary of Defense issued Department of Defense Directive 5105.21 creating DIA as a separate agency of the Department of Defense under his direction and herein charged the Director, DIA, with the responsibility for the maintenance of necessary and appropriate records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Blanket 'routine uses' for DIA systems of records do not apply to this system of records.

Records concerning the identity, medical diagnosis, prognosis, or treatment of any person irrespective of whether or when the individual ceased treatment, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted regulated, or directly or indirectly assisted by any department or agency of the United States, are confidential and may be disclosed only for the purposes and under the circumstances expressly authorized in Title 21 U.S.C., Section 1175, (as

amended) and Title 42 U.S.C., Section 4582 (as amended). Therefore, the record in the system may be disclosed outside DIA:

To Government personnel for the purpose of conducting scientific research, management or financial audits, or program evaluation;

To appropriate elements within the Department of State, Department of Justice and Office of Personnel Management when required for actions relative to the employees employment, access to classified material or areas;

To a court of competent jurisdiction upon authorization by an appropriate order. Any safeguards against unauthorized disclosure imposed by the court in its order shall be honored.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records maintained in file folders. (manual).

RETRIEVABILITY:

By name and social security number.

SAFEGUARDS:

Records are maintained in a building protected by security guards and are stored in vaults, safes, or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of this information and have a need for access in connection with their official duties.

RETENTION AND DISPOSAL:

Records are maintained in the Personnel Office, and destroyed two years after termination of the case.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Assistant Director for Personnel
Defense Intelligence Agency,
Washington, D.C. 20301

NOTIFICATION PROCEDURE:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: CAO (PA1974), Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E233, Pentagon, Washington, D.C.

RECORD ACCESS PROCEDURES:

All requests for copies of records pertaining to yourself must be in writing. You must include in your request your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is acceptable or acceptable up to a specified limit. Requests can be mailed to: CAO (PA 1974), Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E223, Pentagon, Washington, D.C.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determination. The requester shall provide a statement setting forth the reasons for his or her disagreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: CAO (PA 1974), Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E223, Pentagon, Washington, D.C.

RECORD SOURCE CATEGORIES:

Interviews, personal history statements, abstracts or copies of pertinent medical records, abstracts from personnel records, results of tests, physician's notes, observations from employee's behavior, related notes, papers, and from counselor and/or clinical director.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

L DIA 0435

SYSTEM NAME:

DIA Awards Files

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel recommended for an award while assigned to DIA.

CATEGORIES OF RECORDS IN THE SYSTEM:

This file contains supporting documents for the awards nomination and the results of actions or recommendations of endorsing and approving officials.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records are used to obtain the approval for the awarding of the decoration and for the compila- tion of required statistical data and may be provided to the Military Departments when appro- priate.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual in paper files.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

RETENTION AND DISPOSAL:

They are maintained for approximately 2 years within the Agency and then retired to the Washington National Record Center. They are destroyed when five years old.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Assistant Director for Personnel, Defense Intelligence Agency, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: CAO (PA 1974), Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally

delivered to room 3E223, Pentagon, Washington, D.C.

RECORD ACCESS PROCEDURES:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: CAO (PA 1974), Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E223, Pentagon, Washington, D.C.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: CAO (PA 1974), Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E223, Pentagon, Washington, D.C.

RECORD SOURCE CATEGORIES:

Agency officials, parent service and personnel records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

L DIA 0480

SYSTEM NAME:

Reserve Training Records

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military Reserve personnel who have performed active duty training with the DIA or cor- responded with the DIA regarding reserve matters.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contains correspondence with the reservist and documentation related to the reservist periods of active duty with DIA.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records are used by agency officials for the administrative, control and utilization of reservists and may be provided to the Military Departments when appropriate.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual in paper files.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

RETENTION AND DISPOSAL:

Records are destroyed 1 year after reservists becomes inactive.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Assistant Director for Personnel, Defense Intelligence Agency, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: CAO (PA 1974), Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E223, Pentagon, Washington, D.C.

RECORD ACCESS PROCEDURES:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: CAO (PA 1974), Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E223, Pentagon, Washington, D.C.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: CAO (PA 1974), Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E223, Pentagon, Washington, D.C.

RECORD SOURCE CATEGORIES:

Individual reservists requesting assignment and or active duty training, agency officials and parent service of reservists.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

L DIA 0590

SYSTEM NAME:

Defense Intelligence Special Career Automated System (DISCAS).

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DoD civilian positions and employee grades GS-05 and above in the GS-0132 intelligence series, scientific and technical series and other related professional series which are assigned to an organizational component performing an intelligence functions. Crypto- logic personnel and those enrolled in the National Security Agency (NSA) career system are excluded.

CATEGORIES OF RECORDS IN THE SYSTEM:

Data on employment history, qualification and skills and performance appraisals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, 10

U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 creating the Defense Intelligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Defense Intelligence Special Career Automated System Activity (DISCASA) forwards inquiries to employees regarding their availability for specific position vacancies when requested by the DoD component. DISCASA furnishes referral listings of DoD eligibles to appropriate offi- cials and managers for particular vacancy selection. DISCASA periodically furnishes copies of individual employee records for review and update by employees or servicing civilian personnel offices. DISCASA will maintain files and records for historical or user research purposes such as annual reports for DoD components or management information furnished to appropriate DoD users.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated, maintained on magnetic tape and manual in paper files.

RETRIEVABILITY:

By name or social security account number.

SAFEGUARDS:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

RETENTION AND DISPOSAL:

Records are temporary. They are retained until the employee concludes his DoD intelligence career at which time they are retired to an inactive file for 1 year and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Vice Director for Attaches and Training, Defense Intelligence Agency, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: CAO (PA 1974), Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E223, Pentagon, Washington, D.C.

RECORD ACCESS PROCEDURES:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: CAO (PA 1974), Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E223, Pentagon, Washington, D.C.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: CAO (PA 1974), Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E223, Pentagon, Washington, D.C.

RECORD SOURCE CATEGORIES:

Source data for DISCASA is provided by the employees, the employee's supervisor and the servicing civilian personnel office.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

L DIA 0660

SYSTEM NAME:

Security Files

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military/civilian applicants and nominees to DIA; current and former DIA and Defense Attache System personnel; and other DoD-affiliated personnel under the security cognizance of DIA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records associated with personnel security functions; nomination notices, statement of per- sonal history, indoctrination/debriefing statements, secrecy agreements, certificates of clearance, adjudication memoranda and supporting documentation and in-house investigations, security violations, identification badge records, retrieval indices, clearance status records, and access control records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 creating the Defense Intelligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To perform all administrative functions necessary to determine initial and continued eligi- bility for and control of access to classified information in DIA facilities and those elements mandated to the Director, DIA, for Sensitive Compartmented Information access. Information will be disclosed to such other federal agencies, state and local governments, as may have a legitimate use for such information and which agrees to apply appropriate safeguards to pro- tect data so provided and which is consistent with the conditions or reasonable expectations of use and disclosure under which the information was provided, collected or obtained.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated on magnetic tape and manual in paper files.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened,

cleared and trained in the protection of privacy information.

RETENTION AND DISPOSAL:

Files on military and civilian applicants who are not assigned or hired by DIA are maintained up to 1 year and then destroyed. Personnel security dossiers are retained until the individual's association with DIA or access to SCI information ceases and are then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Assistant Director for Security Services, Defense Intelligence Agency, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: CAO (PA 1974), Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E223, Pentagon, Washington, D.C.

RECORD ACCESS PROCEDURES:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: CAO (PA 1974), Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E223, Pentagon, Washington, D.C.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: CAO (PA 1974), Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E223, Pentagon, Washington, D.C.

RECORD SOURCE CATEGORIES:

By the individual, other federal agencies, firms contracted to the DoD and agency officials.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under Title 5, U.S.C., 552a, subsections k(2) and k(5). For additional information see agency rules contained in (32 CFR Part 292a).

L DIA 0740

SYSTEM NAME:

Attache Special Project (ASP) and Companion Channel Information System

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All DIA personnel that are cleared for ASP material.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain CC Security Agreement, Personnel Data Sheet, Personal History Statement, ASP Security Agreement and Companion and ASP Security Termination Statements.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority of Title 10, United States Code, Section 133d, the Secretary of Defense has established the Defense Intelligence Agency as a separate agency of the Department of Defense under his direction and charged the Director of Defense Intelligence Agency with the responsibility of maintaining necessary and appropriate records. (See Department of Defense Directive 5105.21).

ROUTINES USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To perform all administrative functions necessary to determine initial and continued eligibility for and control of access to classified information in DIA facilities and those elements mandated to the Director, DIA, for ASP material and Companion Channel access. Information will be disclosed to such other Federal agencies, state and local governments, as may have a legitimate use for such information and which is consistent with the conditions of reasonable expectations of use and disclosure under which the information was provided, collected or obtained.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records maintained in file folders.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are maintained in a building protected by security guards and are stored in vaults, safes, or locked cabinets. They are accessible only to authorized personnel all of whom are properly screened, cleared and trained in the protection of privacy information.

RETENTION AND DISPOSAL:

Files are retained until the individual's association with DIA ceases or access to ASP material and the Companion Channel ceases and are then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Vice Director for Collection Management, Defense Intelligence Agency, Washington, D. C. 20301.

NOTIFICATION PROCEDURE:

To determine whether this system of records contains information pertaining to yourself, you must submit a written request to: The Freedom of Information Office (RTS-1B), Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth.

RECORD ACCESS PROCEDURES:

All requests for copies of your records must be in writing. Include in your request your full name, current address, telephone number and social security number or date of birth. Also, state that whatever cost is acceptable or acceptable up to a specified limit. Requests can be mailed to: RTS-1B, Defense Intelligence Agency, Washington, D.C. 20301.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the initial determination concerning his or her request, may file a request for administrative review of that determination. These requests must be in writing and should be filed within 30 days of the date of notification of the initial determination. The requester shall provide a statement setting forth the reasons for his or her disagreement with the initial determination and provide any additional material to

support his or her appeal. Requests can be mailed to: RTS-1B, Defense Intelligence Agency, Washington, D.C. 20301.

RECORD SOURCE CATEGORIES:

By the individual, other Federal agencies, firms contracted to the DoD and Agency officials.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under Title 5 U.S.C. 552a(k)(5). For additional information see Agency rules contained in 32 CFR Part 292a (DIA Regulation 12-12).

L DIA 0800

SYSTEM NAME:

Operation Record System

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals involved in foreign intelligence and/or training activities conducted by the Department of Defense; who are of interest either because of their actual, apparent, or potential use.

CATEGORIES OF RECORDS IN THE SYSTEM:

Categories of records include operational, biographic, policy, management, training, and administrative matters related to the foreign intelligence activities of the Department of Defense.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records. Executive Order 12036, United States Intelligence Activities, January 24, 1978.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide information within the Department of Defense and other federal agencies for the conduct of foreign intelligence operations and to provide staff management over foreign intel- ligence training conducted by the Department of Defense.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated on magnetic tapes and discs, microfilm and operture cards and manual in paper files.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

RETENTION AND DISPOSAL:

Records are retired to the Washington National Records Center upon completion of the project. Some will be offered to the National Archives when they are 40 years old and the rest destroyed. Temporary records are destroyed when no longer needed.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Vice Director for Collection Management, Defense Intelligence Agency, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: CAO (PA 1974), Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E223, Pentagon, Washington, D.C.

RECORD ACCESS PROCEDURES:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: CAO (PA 1974), Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E223, Pentagon, Washington, D.C.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: CAO (PA 1974), Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E223, Pentagon, Washington, D.C.

RECORD SOURCE CATEGORIES:

Other Department of Defense components, federal agencies, foreign sources, overt publication, and private citizens.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

L DIA 0813

SYSTEM NAME:

Bibliographic Data Index System

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have published works of general interest to the Agency, and individuals involved in foreign intelligence activities.

CATEGORIES OF RECORDS IN THE SYSTEM:

An index of names of authors, title of published works, subject matter of writing and the location of source documents of open source literature and intelligence reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Serves as a traditional library reference service for open source literature and intelligence reports. Information is used by agency officials, other federal agencies and contract person- nel to do research on intelligence subjects related to foreign intelligence activities.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated on magnetic tape and disc.

RETRIEVABILITY:

By name

SAFEGUARDS:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

RETENTION AND DISPOSAL:

Open source literature is destroyed once material is out dated. Intelligence reports are retained for 2 years and retired to the Washington National Record Center for retention. They will be offered to the National Archives when they are 40 years old.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Assistant Director for Technical Services and Support, Defense Intelligence Agency, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: CAO (PA 1974), Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E223, Pentagon, Washington, D.C.

RECORD ACCESS PROCEDURES:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: CAO (PA 1974), Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E223, Pentagon, Washington, D.C.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: CAO (PA 1974), Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E223, Pentagon, Washington, D.C.

RECORD SOURCE CATEGORIES:

DoD, other intelligence agencies, educational institutions, federal agencies, research institutions, foreign governments and open source literature.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

L DIA 1728

SYSTEM NAME:

DIA Prisoner of War Intelligence Analysis and Debriefing Files

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All U.S. personnel previously held prisoner of war (PW) or detained in Southeast Asia from 1961 to date and returned to U.S. control; and U.S. personnel released from detention in the People's Republic of China since 1970. All U.S. personnel considered missing in action (MIA) or killed in action (KIA) and bodies not recovered.

CATEGORIES OF RECORDS IN THE SYSTEM:

Narrative of loss incident, identification data, casualty report; intelligence reports pos- sibly identifying subjects; portions of official debriefing; and/or debriefing summaries.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

As background for analytical purposes, the evaluation of intelligence reports pertaining to U.S. personnel PW/MIA; in preparation of special studies and appraisals; to provide responses to queries for PW intelligence from the JCS, OASD (ISA), the Department of State, Central Intelligence Agency, the Military Service, and other federal agencies with a need-to-know; to assist the military service intelligence and casualty offices in the determination of status of their personnel; to provide guidance to the Joint Casualty Resolution Center to assist in planning for the recovery of remains of U.S. personnel not accounted for.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated on magnetic tapes and manual in paper files.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

RETENTION AND DISPOSAL:

Records will be retired to the Washington National Record Center upon disposition of all cases and will be destroyed 15 years subsequent.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Director for Defense Intelligence, Defense Intelligence Agency, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: CAO (PA 1974), Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name,

current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E223, Pentagon, Washington, D.C.

RECORD ACCESS PROCEDURES:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: CAO (PA 1974), Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E223, Pentagon, Washington, D.C.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: CAO (PA 1974), Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E223, Pentagon, Washington, D.C.

RECORD SOURCE CATEGORIES:

Parent military services; intelligence reports prepared by elements of the Defense Intelli- gence Agency, the military services and the Central Intelligence Agency; the Department of State; Foreign Broadcoast Information Service reports; newspapers; magazines; television and radio.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

UNITED STATES MARINE CORPS

HOW SYSTEMS OF RECORDS ARE ARRANGED. In the Marine Corps, records are categorized by subject series. Each series has assigned a subject title, a three-letter prefix and followed by a five-digit number. For Example, the systems of records containing pay data may be found in the Fiscal/Disbursing series (MFDOOOOX). The letter M stands for Marine Corps; the next two letters indicate that the records are pay related; and the following five digit number is a further breakdown of the series for identification purposes.

HOW TO USE THE INDEX GUIDE. The system of records maintained by the Marine Corps are contained within the subject series that are listed below. This list identified each series in the order they appear in this compilation. Use the list to identify subject areas of interest. Having done so, use the appropriate system identification series to locate the systems of records grouping in which you are interested.

SUBJECT SERIES

SYSTEM IDENTIFICATION SERIES

Aviation
MAAOOOOX

Fiscal/Disbursing (Matters relating to pay)
MFDOOOOX

Historical
MHDOOOOX

Installations and Logistics
MILOOOOX

Intelligence (Includes POW/MIS Files)
MINOOOOX

Judge Advocate/Legal Matters
MJAOOOOX

Miscellaneous (Admin Matters)
MMCOOOOX

Manpower/Personnel
MMNOOOOX

Training
MMTOOOOX

Reserve
MRSOOOOX

Telecommunications/Telephone Billing
MTEOOOOX

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required, to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below, only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE - LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the

information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and criminal investigations of the Component requesting the record.

ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom, maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

MAA00001

SYSTEM NAME:

Flight Readiness Evaluation Data System (FREDS)

SYSTEM LOCATION:

Primary System - The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

Decentralized Segments - Marine Corps organizations having FREDS capability (or requirement or related information). Addresses are as shown in the Navy Standard Distribution List (OPNAV 09B3-107).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All active Marine Corps Air Crewmembers (Naval Aviators/Naval Flight Officers and Enlisted Crewmembers)

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains personal identifying information such as name, rank, social security number, organization etc., and specific information with regard to aviation qualifications.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Headquarters, U S Marine Corps and Marine Corps command, activities and organizations - By officials and employees of the Marine Corps in the administration and management of Marine Corps Air Crewmember assets as required in the performance of official duties.

Department of Defense and its Components - By officials and employees of the Department in the performance of their official duties

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representative of the U S or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

On magnetic tape

RETRIEVABILITY:

By social security number of the individual addressed

SAFEGUARDS:

Tapes are stored in limited access areas and handled by personnel that are properly trained in working with personal information.

RETENTION AND DISPOSAL:

File is maintained on individual as long as he is in an active flight status, information pertaining to individual so removed is erased from tape.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

NOTIFICATION PROCEDURE:

Information may be obtained from the individual command to which an individual is assigned for duty. Addresses of individual commands are as listed in the Navy Standard Distribution List (OPNAV PO9B3-107).

RECORD ACCESS PROCEDURES:

Written requests from individuals should be addressed to the Commanding Officer of the aviation unit to which they are assigned for duty. Addresses are shown in the Navy Standard Distribution List.

Personnel not permanently assigned to an aviation command may request information from the Commandant of the Marine Corps (Code AA), Headquarters, U S Marine Corps Washington, D C 20380.

Written requests should include name, and social security number.

For personal visits the individual should be able to provide personal identification, such as valid military identification card, drivers license, etc.

CONTESTING RECORD PROCEDURES:

The Marine Corps rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

The primary source is the individual. However the individual's commanding officer or the commanding officer's designated individual fulfills certain criteria.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MAA00002

SYSTEM NAME:

Marine Corps Aircrew Performance/ Qualification Information

SYSTEM LOCATION:

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Marine Corps aeronautically designated personnel (Naval Aviators, Naval Flight Officers, and aircrew members) who have been the subject of medical qualification, flight pay entitlement, and/or Flight Status Selection Board (FSSB) correspondence.

CATEGORIES OF RECORDS IN THE SYSTEM:

The file contains information on medical qualification, flight pay entitlements, and/or FSSB correspondence and the background data addressing such correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Headquarters, U S Marine Corps and Marine Corps commands, activities and organizations - By officials and employees of the Marine Corps in the execution of their assigned duties with respect to the administration and management of Marine Corps aeronautically designated personnel.

Department of Defense and its Components - By officials and employees of the Department in the performance of their official duties.

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representatives of the U S or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Information is contained on paper records in file folders.

RETRIEVABILITY:

Information is retrieved alphabetically by the last name of the individual concerned.

SAFEGUARDS:

Building containing files employs 24 hour security guards. Offices containing files are locked after working hours and personnel handling records do so only on a 'need-to-know' basis. Such personnel are trained and screened for dependability. Material that could be considered 'career-sensitive' is retained in a safe.

RETENTION AND DISPOSAL:

Files are permanent. They are retained in active file until it is determined they are no longer required, then transferred to Marine Corps Central Files for historical deposit.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

NOTIFICATION PROCEDURE:

Information may be obtained from:
The Commandant of the Marine Corps
(Code AA)
Headquarters, U S Marine Corps
Washington, D C 20380
Telephone: Area Code 202/694-1391

RECORD ACCESS PROCEDURES:

Written requests from the individual should be addressed to the Commandant of the Marine Corps (Code AAZ), Headquarters, U S Marine Corps, Washington, D C 20380 and should contain the full name, social security number and signature.

For personal visits the individual should provide valid identification such as military identification card, Department of Defense building pass, drivers license, or other type identification that includes picture and signature. In the absence of such identification, the individual must provide sufficient data to insure that the individual is the subject of the inquiry.

CONTESTING RECORD PROCEDURES:

The Marine Corps rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Information is obtained from official reports, boards, inquiries and requests. Information is also obtained from the review of Naval Aviator/Naval Flight Officer Reporting Management System (NANFORMS) data.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MAA00003

SYSTEM NAME:

Naval Aviator/Naval Flight Officer Reporting Management System (NANFORMS)

SYSTEM LOCATION:

The Commandant of the Marine Corps, Headquarters, U S Marine Corps Washington, D. C. 20380.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Marine Corps aeronautically designated officer personnel (Naval Aviators, Naval Flight Officers and Officer Navigators)

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains a summary of individual flight experience by fiscal year and type of aircraft in addition to rank, military occupation specialty and current duty assignment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U. S. Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Headquarters, U S Marine Corps and Marine Corps commands, activities and organization - By officials and employees of the Marine Corps in connection with their assigned duties.

Department of Defense and its Components - By officials and employees of the Department in the performance of their official duties.

The Attorney General of the U. S. - By officials and employees of the Office of the attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U. S. - By the Senate or the House of Representatives of the U. S. or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U. S. - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Information is stored on magnetic tape

RETRIEVABILITY:

Information is retrieved by social security number.

SAFEGUARDS:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel that are properly trained and screened.

RETENTION AND DISPOSAL:

Records are permanent. Older files are stored in Marine Corps Central Files System.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D. C. 20380.

NOTIFICATION PROCEDURE:

Information may be obtained from:
The Commandant of the Marine Corps
(Code AAZ)
Headquarters, U S Marine Corps
Washington, D. C. 20380
Telephone: Area Code 202/694-1391

RECORD ACCESS PROCEDURES:

Requests from individuals should contain the full name, social security number and signature of the individual.

For personal visits, the individual should be able to provide some valid personal identification such as military identification card, Department of Defense Building Pass, drivers license, etc. In the absence of the above identification, the individual will be asked to provide sufficient data to insure that he is the subject of the inquiry.

CONTESTING RECORD PROCEDURES:

The Marine Corps rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Information contained in the records is obtained from the Department of the Navy-wide Individual Flight Activity Reporting System (IFARS) AND FROM THE Manpower Management System (MMS).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MFD00001

SYSTEM NAME:

Automated Leave and Pay System (ALPS)

SYSTEM LOCATION:

Primary System - The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

Decentralized System - Major Marine Corps Commands

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

all Marine Corps Civilian Employees at Major Marine Corps Commands

CATEGORIES OF RECORDS IN THE SYSTEM:

Pay and Leave Records of Marine Corps Civilian Employees

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Headquarters, U S Marine Corps; and Marine Corps commands, activities, and organizations - To administer and manage all pay and leave matters for individual civilian employees.

Department of Defense and its Components - By officials and employees of the Department in the performance of their official duties.

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representatives of the U S or any Committee or subcommittee thereof, any joint committee of Congress

or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

The Internal Revenue Service - By officials and employees of the Internal Revenue Service in connection with such matters relating to their official duties.

State and local governmental agencies - By officials and employees of State and local governmental agencies in connection with such matters relating to their official duties.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic Tape or Disk

RETRIEVABILITY:

Employee Badge Number or SSN

SAFEGUARDS:

Restricted Access to Areas where Maintained

RETENTION AND DISPOSAL:

Permanent Files

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps (Code FD), Headquarters, U S Marine Corps, Washington, D C 20380

NOTIFICATION PROCEDURE:

Information may be obtained from the Marine Corps installation or activity at which the individual is employed.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the commanding officer at which the individual is employed. Addresses of Marine Corps installations, activities, and organizations are listed in the Navy Standard Distribution List (OPNAV P09B3-107). Written requests should contain full name, social security number or employee badge number, and signature of the individual concerned.

Personal visits may be made to the appropriate installation, activity or organization during the normal work week between the hours of 8:00AM-4:30PM. For personal visit the individual should be able to provide valid personal identification such as employee badge, drivers license, medicare card, etc.

CONTESTING RECORD PROCEDURES:

The Agency's Rules for Access to Records and for Contesting Contents and Appealing initial Determinations by the individual concerned may be obtained from the Sysmanager

RECORD SOURCE CATEGORIES:

Application and related forms provided by the employee in matters relating to his/her employment. Employment data to include time cards, standard pay increases, leave, etc. provided by the employer or its official representative. Data such as tax rates, employee benefit information etc. provided by appropriate federal, state or local governmental agencies or their designated representatives. Information from courts, and attorney having to do with employee wages entitlements and benefits.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MFD00002

SYSTEM NAME:

PRIMARY MANAGEMENT EFFORTS (PRIME)/OPERATIONS SUBSYSTEM

SYSTEM LOCATION:

Primary System - The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380.

Decentralized System - Major Marine Corps Commands

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Marine Corps Civilian Employees and Selected Military Personnel at Major Marine Corps Commands

CATEGORIES OF RECORDS IN THE SYSTEM:

Labor Distribution Records

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Headquarters, U S Marine Corps and Marine Corps commands, activities and organizations - By officials and employees of the Marine Corps in matters regarding their assigned duties.

Department of Defense and its Components - By officials and employees of the Department in the performance of their official duties.

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representatives of the U S or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic Tape or Disk

RETRIEVABILITY:

Employee Badge Number or social security number

SAFEGUARDS:

Restricted Access to Areas where Maintained

RETENTION AND DISPOSAL:

Permanent Record. Completely Deleted upon Termination of Employee

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

NOTIFICATION PROCEDURE:

Information may be obtained from:
The Commandant of the Marine Corps
(Code FD)
Headquarters, U S Marine Corps
Washington, D C 20380
Telephone: Area Code 202/694-1080

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to the individual's employing activity. Activity addresses are as shown in the Navy Standard Distribution List (OPNAV 09B3-107).

Written requests should contain the individual's ful. name, social security number, employee number (if applicable) and signature.

For personal visits, the individual should provide sufficient identification to insure the individual is the subject of the inquiry.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Employing activity of the individual

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MFD00003

SYSTEM NAME:

Joint Uniform Military Pay System/ Manpower Management System (JUMPS/MMS)

SYSTEM LOCATION:

Primary System - Marine Corps Central Design and Programming Activity, 1500 East 95th Street, Kansas City, Missouri 64131; Marine Corps Finance Center, 1500 East 95th Street, Kansas City, Missouri 64197.

Decentralized Segments - There are nine Satellite/Command Data Processing Installations (SDPI/CDPI) which maintain files with similar records at the following locations: SDPI 02, Marine Corps Base, Camp Lejeune, NC 28542; SDPI 03, Marine Corps Base, Camp Pendleton, CA 92055; SDPI 06, FMF Pacific, FPO San Francisco, CA 96610; SDPI 09, Headquarters U S Marine Corps, Washington, D C 20380; SDPI 11, Marine Corps Recruit Depot, Parris Island, SC 29905; SDPI 15, Marine Corps Recruit Depot, San Diego, CA 92140; CDPI 17, Marine Corps Base, Quantico, VA 22134; SDPI 27, Marine Corps Base, Camp S. D. Butler, FPO Seattle, WA 98773; First Marine Brigade, FPO San Francisco, CA 96615; SDPI 16, Marine Corps Finance Center, 1500 East 95th Street, Kansas City, Missouri 64197.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Marine Corps military personnel on active duty for 31 days or longer, certain civilians and other service personnel who have attended formal Marine Corps schools.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains personnel and pay data which includes: Name, grade, SSN, date of birth, citizenship, marital status, home of record, dependents information, record of emergency data, enlistment contract or officer acceptance form identification, duty status, population group, sex, ethnic group, duty information, duty station/personnel assignment and unit information, security investi- gation, military pay record data such as information contained on the Leave and Earnings Statement which may include base pay/ allowances/allotments/bond authorization, health care coverage, special pay and bonus data, Federal and State Withholding/Income Tax Data, Federal Insurance Contributions Act, Withholding Data, Serviceman's Group Life Insurance Deductions, leave account, wage and tax summaries, separation document code, test scores/ information, language proficiency, military/civilian/off-duty education, training information, awards, combat tour information, aviation/pilot/flying time data, lineal precedence number, limited duty officer/warrant officer footnote, TAD data, power of attorney, moral code, conduct and proficiency marks, years in service, promotional data, weight control/military appearance data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 and 37, U S Code Section 5031 and 5201

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Internal:

Headquarters, U. S. Marine Corps and Marine Corps commands, activities and organizations - By officials and employees of the Marine Corps in the performance of their assigned duties in matters relating to a Marine's automated personnel and/or pay record.

Department of Defense and its components - By officials and employees of the Department in the performance of their official duties.

External:

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representatives of the U S or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

By officials and employees of the American Red Cross and the Navy Relief Society in the performance of their duties. Access will be limited to those portions of the member's record required to effectively assist the member.

Federal, state and local government agencies - By officials and employees of federal, state and local government through official request for information with respect to law enforcement, investigatory procedures, criminal prosecution, civil court action and regulatory order.

To provide information to another agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States which has been authorized by law to conduct law enforcement activities pursuant to a request that the agency inititate criminal or civil action against an individual on behalf of the U. S. Marine Corps, the Department of the Navy, or the Department of Defense.

To provide information to individuals pursuant to a request for assistance in a criminal or civil action against a member of the U. S. Marine Corps, by the U. S. Marine Corps, the Department of the Navy, or the Department of Defense.

Department of Health and Human Services (DHHS) - Disclosure of the name, rank or grade, and social security account number of each Marine Corps active duty military member to the Inspector General of DHHS for the specific purpose of comparison with appropriate rolls reflecting recipients of Aid to Families with Dependent Children (AFDC).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Data is recorded on magnetic records and discs, punch cards, computer printouts, microform, file folders, and other documents.

RETRIEVABILITY:

The data contained in magnetic records can be displayed on cathode-ray tubes, it can be computer printed on paper, and it can be converted to microform for information retrieval; the data in the supporting file folders and other manual records is retrieved manually. Computerized and conventional indices are required to retrieve individual records from the system. Normally, all types of records

are retrieved by Social Security Number and name.

SAFEGUARDS:

Building management employs security guards; building is locked nights and holidays. Authorized personnel may enter and leave the building during nonworking hours but must sign in and out. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Access to personal information is limited to authorized personnel with a need-to-know. Access is restricted to specific applications programs, records, and files to which personnel have a specific and recorded need-to-know. Online data sets (both tape and disc) pertaining to personal information are password protected, areas are controlled and access lists are used. The files are also protected at a level appropriate to the type of information being processed.

RETENTION AND DISPOSAL:

Magnetic records are maintained on all military personnel and certain civilians while they are in service or employed by the service and for a period of 11 months after separation. Paper and film records are maintained for a period of 10 years after the final transaction, then they are destroyed. End calendar and fiscal year 'snapshots' of the MMS data base are maintained indefinitely in magnetic form at Headquarters, U. S. Marine Corps.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps, Codes FD/MP, Headquarters U S Marine Corps, Washington, D C 20380.

NOTIFICATION PROCEDURE:

Requests from individuals for information concerning pay related matters should be addressed to the Commandant of the Marine Corps (Code FD). Requests from individuals for information concerning personnel matters should be addressed to the Commandant of the Marine Corps (Code MP).

Requesting individual must supply full name and Social Security Number.

The requester may visit the Marine Corps Finance Center, 1500 East Bannister Road, Kansas City, Missouri 64197 to obtain information on whether the system contains records pertaining to him or her.

In order to personally visit the above address and obtain information, individuals must present a military identification card, a driver's license, or other suitable proof of identity.

RECORD ACCESS PROCEDURES:

Information on JUMPS may be obtained from the member's local disbursing officer. Information on MMS may be obtained from the member's immediate commanding officer. Requests for information from persons no longer in service should be signed by the person requesting the information. Dates of service, Social Security Number, and full name of requester should be printed or typed on the request. It should be sent to the Marine Corps Finance Center, 1500 East 95th Street, Kansas City, Missouri 64197.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Recruiting offices, disbursing offices, administrative offices, and the individual are the principle sources of the information contained in the JUMPS/MMS record for that person.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MFD00004

SYSTEM NAME:

Bond and Allotment (B&A) System

SYSTEM LOCATION:

Marine Corps Central Design and Programming Activity (MCCDPA), 1500 East 95th Street, Kansas City, Missouri 64131; Marine Corps Finance Center, Kansas City, Missouri 64197.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

The allotment system contains all active allotments and limited (12 months) stop history for each active duty, retired, and Fleet Marine Corps Reserve (FMCR) member who authorized an allotment from his pay and allowances.

CATEGORIES OF RECORDS IN THE SYSTEM:

The allotment file contains allotments authorized by the Marines concerned, as provided under instructions issued by the Secretary of Defense.

The B&A automated system is made up of records which contain the following fields (data elements and data sets): Identification Number (Social Security Number (SSN)); Initials of Name (Last, First, Middle); Rank/Category; Last Name and Suffix; Last Pay Date; First Pay Date; Work Date; Amount; Term (in months); Account/Policy Number; Authority/Date/Remark; Bond Owner Name; Bond Owner SSN; Co-owner Beneficiary Flag; Co-owner or Beneficiary Name; Co-owner or Beneficiary SSN; Authority/Date/Remark; Name of Recipient; Street Address/Post Office Box; City and State/Country; Geographic Code (City, State/Country); Zip Code.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 37, U S Code. The authority for continuing deduction for garnishment of pay is outlined in section 459 of Public Law 93-647.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of the system is to provide for the payment of allotments and for the issuance, cancellation, of U S Treasury checks and savings bonds as authorized by appropriate directives. The data obtained from the system provides for the control and ultimate disposition of all treasury checks and savings bonds prepared. Allows for the collection of appropriate data, to render an accurate accounting of public funds expended or collected as required by the Navy Comptroller Manual. The allotment file is utilized by the Joint Uniform Military Pay System/Manpower Management System (JUMPS/MMS) and Retired Pay systems to calculate the monies due active duty, retired, and FMCR members of the U S Marine Corps.

The allotment class, dollar value, and allotee are displayed on the JUMPS Leave and Earnings Statement (LES) as issued. Copies of the LES are distributed as follows:

Original (white) - Disbursing Officer (DO) having custody of the Personal Financial Record.

Duplicate (yellow) - furnished the Marine concerned.

Triplicate (pink) - furnished the Commanding Officer (CO) for retention on the Marine's service record.

For permanent record retention purposes, one copy will be filed at the MCFC in microform.

The total dollar value of active allotments is furnished each retired and FMCR Marine each time a new statement of his account card is prepared.

Verification and/or information concerning a specific allotment may be released (as requested) to the following:

Marine concerned.

Marine's CO

Marine's DO

Recipient of the allotment.

Treasury Department.
Federal Reserve Bank.
Federal Bureau of Investigation.
Naval Audit Service.
General Accounting Office.
Postal Inspectors.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Data is recorded on magnetic records, punch cards, computer printouts, microform, file folders, and other documents.

RETRIEVABILITY:

The data contained in magnetic records can be displayed on cathode-ray tubes, it can be computer printed on paper, and it can be converted to microform for information retrieval; the data in the supporting file folders and other manual records is retrieved manually. Normally all types of records are retrieved by SSN and name.

SAFEGUARDS:

The Centralized Pay Division is locked during nonduty hours, as well as the building being under security guard protection. Files within the division are accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Magnetic records are maintained by MCCDPA on all active allotments during the life of the allotment and for a period of 12 months after the allotment has been stopped. Paper and microform files relating to the Centralized Pay Division files are disposed of as directed by SECNAVINST P5212.53.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps (Code FD), Headquarters, U S Marine Corps, Washington, D C 20380.

NOTIFICATION PROCEDURE:

Individual requests for information should be addressed to the Marine Corps Finance Center, Centralized Pay Division (Code CPA), Kansas City, Missouri 64197.

Requests for information must contain member's SSN, name, military service number (if applicable), and any other pertinent data concerning the information desired.

A person may visit any Marine Corps disbursing office to find out if the system contains records pertaining to him or her.

For personal visits the requester must present a military identification card or copy of an Armed Forces of United States Report of Separation from Active Duty (DD Form 214 (MC)) for separated personnel.

RECORD ACCESS PROCEDURES:

Information may be obtained from the Marine Corps Finance Center, Centralized Pay Division (Code CPA), 1500 East 95th Street, Kansas City, Missouri 64197. Written Requests must contain name and SSN. For personal visits, valid personal identification is required.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by individual concerned may be obtained from the SYSMANAGER

Information pertaining to an individual who has active allotments is affected by unit diary input concerning name, or SSN changes, and to ensure allotments are stopped when a Marine is reported to be discharged or in a desertion status. Also, member's status codes are changed by unit diary or Retired Pay input when the Marine is transferred to the FMCR or Retired List.

RECORD SOURCE CATEGORIES:

The input of data from allotment/bond authorizations, other scannable documents, magnetic tapes received from the Satellite Data Processing Installations, and computer interfaces with the JUMPS/MMS and the Retired Pay systems are the principle sources of the information contained in the B&A automated system.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MFD00005

SYSTEM NAME:

Retired Pay/Personnel System (RPPS)

SYSTEM LOCATION:

Marine Corps Central Design and Programming Activity, 1500 East 95th Street, Kansas City, Missouri 64131; Marine Corps Finance Center, 1500 East 95th Street, Kansas City, Missouri 64197.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Pay account folders for retired Marine Corps members, Fleet Marine Corps Reservists (FMCR), and survivors of deceased retired and FMCR members, who are entitled to retired pay, retainer pay, and survivor annuities.

CATEGORIES OF RECORDS IN THE SYSTEM:

The RPPS automated system of records contains the following fields (data elements and data sets): Retired/Retainer Date; Retainer Date; Pay Change; Information Status; Social Security Number (SSN) and Last, First, and Middle Initial (Key); Deletion Date; SSN; Retired Category Code; Member's Name; Pay Entry Base Date; Service for Pay; Active Service; Other Military Service Number (MSN); Prior MSN/SSN/Key; Rank Code; Race Code; Sex Code; Disability Percent; Heroism Pay; Pay Table Code; Recomputation Age; Retirement Laws; Functional Account Number; Ranks; Birthdates; Pay Delete/Suspense Code; Retired Serviceman's Family Protection Pay; Reserve Retirement Credit Points; Allotment Data; Withholding Tax Data; Wage and Tax Summaries; Gross Pay; Taxable Pay; Withholding Tax; Dependency Indemnity Compensation; Pension Act of 1944 (Veterans Administration (VA) Waiver); Pension Act of 1964 (Dual Compensation G1); Retired Serviceman's Family Protection Plan; Survivor Benefit Plan; Social Security; Scheduled Collections; Net Pay; Special Handling Code (Check Delivery); Accumulated Summaries; Home Mailing Address; Check Mailing Address; Pay Distribution; Last Change Posted; Date Member Eligible to Retire; Date Arrived Continental United States Without Dependents; Primary Military Occupational Specialty; Districts; Highest Rank Held Satisfactorily; Service Prior to 1 July 1949; Service After 1 July 1949; Active Duty After Transfer to Fleet/Retired Rolls; Date Next Physical Exam(Year and Month); VA Disease Codes; Department of Defense Disease Codes; Nearest Hospital (See Table 9); Personnel Accounting Separation - Designator; Earnings Statement Flag; Disability Pay; Change of Address Flag; Last Time Processed by Update-Extractor; SSN Validation; Remarks Area; One-Time Credit/Checkage; Scheduled Collection; Veterans Admin stration Claim Number; Tower Amendment Code; Premobilization Flag; Preassigned Monitored Command Code; Civil Reform Act of 1978 (PAYCAP).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U. S. Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Headquarters, U.S. Marine Corps, Marine Corps Finance Center, Marine Corps Central Design and Programming Activity - Records are used by officials and employees of the Marine Corps for computation of retired pay, retainer pay, survivor annuity accounts, audit of accounts, and to reply to

correspondence relating to retired pay. Information in the system is used to create printed reports, records, checks, microforms, and magnetic files. Under the Department of Treasury Direct Deposit Program, pay data compiled on magnetic tapes is delivered to the Federal Reserve Bank, Kansas City, Missouri. Pay data is then distributed to individual financial organizations through the Federal Reserve distribution system for direct deposit to the individual's bank account. Statistical data and reports, compiled from the system for management studies and statistical analyses, is used internally or as required by the Department of Defense or other government agencies. Some information is made available to authorized local, state, and Federal agencies.

The American Red Cross and Navy Relief Society - Records are used by officials and employees of the American Red Cross and the Navy Relief Society in the performance of their duties. Access will be limited to those portions of the member's record required to effectively assist the member.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Data is record on magnetic records, punch cards, computer printouts, microform, file folders, and other documents.

RETRIEVABILITY:

The data contained in magnetic records can be displayed on cathode-ray tubes, it can be computer printed on paper, converted to microform for information retrieval; the data in the supporting file folders and other manual records is retrieved manually. Normally all types of records are retrieved by SSN and name.

SAFEGUARDS:

Building management employees security guards; building is locked nights and holidays. Authorized personnel may enter and leave the building during nonworking hours, but must sign in and out.

RETENTION AND DISPOSAL:

Magnetic records are maintained on all persons who are eligible for retired pay, retainer pay, and survivor annuities while they are alive and for a period of 6 months after that person dies or ceases to be eligible. Paper and film records are maintained for a period of 10 years after the final transaction. Magnetic tapes delivered to the Federal Reserve Bank are returned to the Marine Corps Finance Center for disposition after direct deposits have been made to the account of the individual concerned.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps (Code FD), Headquarters, U. S. Marine Corps, Washington, D. C. 20380.

NOTIFICATION PROCEDURE:

Requests from individuals for information should be referred to the SYSMANAGER.

Requesting individual must supply full name and SSN.

The requested may visit the Marine Corps Finance Center, 1500 East 95th Street, Kansas City, Missouri 64197, to obtain information on whether the system contains records pertaining to him or her.

In order to personally visit the above address and obtain information, individuals must present a military identification card, a driver's license, or other suitable proof of identity.

RECORD ACCESS PROCEDURES:

Requests for information relative to the RPPS automated system should be signed by the person requesting the information. Dates of service, SSN, and full name of requester should be printed or typed on the request. The request should be sent to the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Documents and correspondence received from Headquarters, U.S. Marine Corps, the VA, the members, and changes in laws, etc. are the principle sources of information contained in the RPPS automated system.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

MFD00007

SYSTEM NAME:

Examination Division Records System

SYSTEM LOCATION:

Marine Corps Finance Center, Examination Division, Kansas City, Missouri 64197

Federal Records Center, National Archives and Records Service, 2301 East Bannister Road, Kansas City, Missouri 64131

Washington National Records Center, Washington, D C 20409

National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 63132

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Marines serving on active duty, personnel on the Marine Corps Retired List, Fleet Marine Corps reservists, personnel discharged or separated from active duty, active and inactive Reserve personnel, deceased personnel, and Marine Corps disbursing officers concerning shortage of disbursing accounts.

CATEGORIES OF RECORDS IN THE SYSTEM:

Unit Diaries - A chronological record of daily personnel events and history of active Marine Corps activities and organized Marine Corps Reserve Units.

Substantiating Vouchers - Supporting documents to substantiate pay adjustment items entered on military pay accounts.

Military Payrolls - An accounting and record of appropriated funds disbursed for military pay by name, social security number, amount of payment, and check number or signature of member for cash payments.

Financial Returns - Travel vouchers, collection vouchers, public vouchers for services other than personal, and civilian payrolls.

Military Pay Cases of Separated Personnel - A history of individual pay accounts from date of entry on active duty through date of separation, including, as appropriate, replies to congressional inquiries; correspondence in connection with requests for remission and/or waiver of indebtedness; individual claims for pay and allowances including claims for travel allowances and responses thereto; records of participation in the Uniformed Services Savings Deposit Program, including personnel declared to be in a missing-in-action status; information surrounding the circumstances of a former member separated in an overpaid status, thus being indebted to the United States Government; cases contain substantiating documents such as military pay records, leave and earnings statements, documents relating to Board for Correction of Naval Records, and other records and vouchers to substantiate responses to all inquiries and payment or disapproval of claims.

Annual Separations Listings - An annual record of separation showing social security number, initials, type of separation, and the effective date of

separation of Marines discharged, retired, transferred to the Fleet Marine Corps Reserve, and deceased.

Annual Reserve Tax Listings - A record showing income tax information of Class II Reserve personnel.

Microfilm of Annual Wage and Tax Information of Active Duty Personnel - Contains cumulative totals of taxable pay earned and taxes withheld, social security wages and taxes withheld.

Microfilm of Quarterly Social Security Wage Data - Contains social security number, name, and amount of wages reported to the Social Security Administration on a quarterly basis.

Microfilm of Master Allotment File - Contains information concerning the allotment status of active Marines, such as start and stop dates, allotment purpose codes, money amount of allotments, and name and address of allottee.

Microfiche and Microfilm of Field and Alpha Locators - A record of personnel data of Marines on active duty, listed numerically by social security number and alphabetically by name.

Microfiche of Marine Corps Officers Lineal List - A record of Marine Corps officers on active duty showing social security number, name, rank, date of rank, permanent rank, date of birth, date first commissioned, and pay entry base date.

Active Military Pay Cases - A file of each Marine on active duty containing military pay records opened semiannually prior to 1 July 1973 and related miscellaneous pay documents.

Reserve Personnel Military Pay Cases - A history of individual pay accounts of Class II and Class III Reserve personnel ordered to temporary active duty under individual duty orders, including pay accounts of personnel attending the Platoon Leaders class.

Centralized Automated Reserve Pay System (CAREPAY) - Files of pay data compiled by the Central Accounts Division in support of payments made to Class II reservists assigned to Organized Marine Corps Reserve units containing drill reports, unit diaries, promotion warrants, certificates for performance of hazardous duty, pay adjustment authorizations, active duty for training orders, pension certificates, token payment payrolls, adjustment and consolidated final settlement payrolls, and other miscellaneous documents to substantiate payments to Reserve personnel.

Uniformed Services Savings Deposit Accounts of Personnel Declared Missing in Action - A record of deposits and withdrawals of Marine Corps personnel in a missing-in-action status containing member's name, social security number, balance of deposits, and name and address of the designated beneficiary to whom monies are disbursed.

Federal Housing Administration (FHA) Files - Files contain social security number, name, FHA account number, due date of insurance premiums, and record of bills and payments.

U S Treasury Department, Internal Revenue Service Form 941c - A record effecting adjustment of social security wages, previously reported or nonreported, containing the member's name, social security number, military pay group, period covered, and the monetary amount of adjustment.

Marine Corps Disbursing Officers Shortage Accounts - File contains accountability of losses, letters, and vouchers pertaining thereto.

Indebtedness Cases - Files contain the debtor's name, social security number, current mailing address, the reason for indebtedness and correspondence relating thereto, personal financial information provided by the debtor, receipts of payments, control book, cash record, debt ledger, collection agent's ledger, collection vouchers, personal information provided by credit bureau reports, indebtedness record card, debt control card, accountability statements, complete military pay accounts, General Accounting Office inquiries, General Accounting Office Notices of Exception, legal notices pertaining to bankruptcy, tax certificates, and other miscellaneous substantiating records and vouchers relating to the indebtedness.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Unit Diaries - Section 25, Title 6, General Accounting Office Manual; Marine Corps Order P7220.31; SECNAVINST P5212.5B

Annual Separation Listings - Standing operating procedures used for reference and research purposes.

Annual Reserve Tax Listings - Marine Corps Order 7220.17D; standing operating procedures.

Microfilm of Annual Wage and Tax Information of Active Duty Personnel - Standing operating procedures used for reference and research purposes.

Microfilm of Quarterly Social Security Wage Data - Standing operating procedures used for reference and research purposes.

Microfilm of Master Allotment File - Standing operating procedures used for reference and research purposes.

Microfiche and Microfilm of Field and Alpha Locators - Standing operating procedures used for reference and research purposes.

Microfiche of Marine Corps Officers Lineal List - Standing operating procedures used for reference and research purposes.

Active Military Pay Cases. Section 25, Title 6, General Accounting Office Manual; Military Pay Procedures Manual.

Reserve Personnel Military Pay Cases. Section 25, Title 6, General Accounting Office Manual; Military Pay Procedures Manual.

Centralized Automated Reserve Pay System (CAREPAY) - Section 25, Title 6, General Accounting Office Manual; Military Pay Procedures Manual, Marine Corps Order 7220.17D.

Uniformed Services Savings Deposit Accounts of Personnel Declared Missing in Action - Department of Defense Pay and Entitlements Manual.

Federal Housing Administration (FHA) Files - Department of Defense Directive 1338.4 of 20 July 1971 and SECNAVINST 1741.4D

U S Treasury Department, Internal Revenue Service Form 941c, Internal Revenue Service Code.

Marine Corps Disbursing Officers Shortage Accounts - Navy Comptroller Manual.

Indebtedness Cases - Federal Claims Collection Act of 1966, 80 Stat. 309.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records are collected for the purpose of accounting for appropriated funds disbursed by authorized appointed agents; processing claims for and against the United States Government; auditing by the General Accounting Office; holding area for disbursing records until subsequent disposition of records is effected.

Military and civilian personnel assigned to, and employed by, the Marine Corps Finance Center in pursuance of official duties, and the General Accounting Office.

Accountability of appropriated funds; processing claims for and against the United States Government; processing requests for remission and/or waiver of indebtedness; pursuing collection action against former Marine Corps personnel who are indebted to the United States Government; processing wage and tax adjustments to the Internal Revenue Service and the Social Security Administration; investigating individual pay accounts and related documents to determine monies due claimant or to substantiate an indebtedness previously established in response to written and telephonic congressional inquiries received on behalf of active and former

members of the Marine Corps; administering the Federal Housing Administration and home mortgage insurance programs; administering the Uniformed Services Savings Deposit Program for missing in action personnel; extracting fiscal data for budgetary purposes and submitting fiscal reports to Headquarters, U S Marine Corps; extracting, reporting, and paying Federal income taxes and social security taxes to the Internal Revenue Service; extracting and reporting wages paid subject to social security tax to the Social Security Administration on an individual basis; processing and adjudicating travel claims, both individual and dependent travel; researching and collecting information incident to inquiries received from Federal Government agencies, State and county government and agencies, Department of the Navy and Marine Corps activities, other branches of the Armed Forces, and interested individual parties having authorized access to the records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Unit Diaries. Paper records in folders.

Substantiating Vouchers. Paper records in folders.

Military Payrolls. Paper records in folders.

Financial Returns. Paper records in folders.

Military Pay Cases of Separated Personnel. Paper records in folders.

Annual Separation Listings. Paper records in hardback binders.

Annual Reserve Tax Listings. Paper records in hardback binders.

Microfilm of Annual Wage and Tax Information of Active Duty Personnel. Reel type microfilm of 100 foot capacity.

Microfilm of Quarterly Social Security Wage Data. Reel type microfilm of 100 foot capacity.

Microfiche and Microfilm of Field and Alpha Locators. 4 by 6 inch microfiche sheets and reel type microfilm of 100 foot capacity.

Microfiche of Marine Corps Officers Lineal List. 4 by 6 inch microfiche sheets.

Active Military Pay Cases. Paper records in folders.

Centralized Automated Reserve Pay System (CAREPAY). Paper records in folders.

Uniformed Services Savings Deposit Accounts of Personnel Declared Missing In Action. Paper records in folders.

Federal Housing Administration (FHA) Files. Paper records in folders.

U S Treasury Department, Internal Revenue Service Forms 941c. Paper records in folders.

Indebtedness Cases. Paper records in folders and reel type microfilm of 100 foot capacity.

RETRIEVABILITY:

Unit Diaries. Filed by the reporting unit code number and month in which the diary was prepared.

Substantiating Vouchers. Filed by the fourth terminal digit of the member's social security number within the disbursing officer's symbol number and the month in which the pay change was effected.

Military Payrolls. Filed by the disbursing officer's voucher number, each payee identified by name and social security number.

Financial Returns. Filed by the disbursing officer's voucher number in the month in which payment was disbursed.

Military Pay Cases of Separated Personnel. Filed by the fourth terminal digit of the member's social security number.

Annual Separation Listings. A mechanized listing, in numerical sequence by the fourth terminal digit of the social security number, filed by the calendar year in which a member was separated from active duty.

Annual Reserve Tax Listings. A mechanized listing in alphabetical sequence and filed by the calendar year in which the wage data applies.

Microfilm of Annual Wage and Tax Information of Active Duty Personnel. A microfilm listing in numerical sequence by the first three digits of the social security number and filed by the calendar year in which the tax data applies.

Microfilm of Quarterly Social Security Wage Data. A microfilm listing in numerical sequence by the first three digits of the social security number and filed by the quarter within the calendar year in which the wages were earned.

Microfilm of Master Allotment File. A microfilm listing in numerical and alphabetical sequence and filed by the month in which the allotment data applies.

Microfiche and Microfilm of Field and Alpha Locators. Microfiche and reel microfilm in both numerical and alphabetical sequence and filed according to the effective date of issue.

Microfiche of Marine Corps Officers Lineal List. A microfiche listing in alphabetical and control number sequence according to rank, and filed according to the effective date of issue.

Active Military Pay Cases. Filed in numerical sequence by the fourth terminal digit of the member's social security number.

Reserve Personnel Military Pay Cases. Filed in numerical sequence by the fourth terminal digit of the member's social security number.

Centralized Automated Reserve Pay System (CAREPAY). Filed by the reporting unit code number and chronologically by the month in which the CAREPAY records were prepared.

Uniformed Services Savings Deposit Accounts of Personnel Declared Missing In Action. Filed alphabetically by the member's surname.

Federal Housing Administration (FHA) Files. Filed in numerical sequence by the Federal Housing Administration case number by due month and pay group; i.e., officers and enlisted.

U S Treasury Department, Internal Revenue Service Forms 941c. Filed by reporting period and applicable pay group.

Marine Corps Disbursing Officers Shortage Accounts. Filed by the disbursing officer's symbol number and name.

Indebtedness Cases. Filed in alphabetical sequence

SAFEGUARDS:

Federal Protective Security Guards. Records are maintained in areas not normally accessible to other than authorized personnel.

RETENTION AND DISPOSAL:

Unit Diaries. Retained in the Examination Division, Records Services Branch, for 18 months; then transferred to the Federal Records Center and destroyed after a total retention period of 4 years in accordance with General Accounting Office instructions.

Substantiating Vouchers. Retained in the JUMPS Division, Records and Files Branch, until microfilmed; then forwarded to the Examination Division, Records Services Branch, and retained for 18 months; then transferred to the Federal Records Center and destroyed after a total retention period of 10 years in accordance with General Accounting Office instructions.

Military Payrolls. Retained in the Examination Division, Financial Accounts Branch, for 1 month after receipt; then forwarded to the Records Services Branch and retained for 18 months; then transferred to the Federal Records Center and destroyed after a total retention period of 10 years in accordance with General Accounting Office instructions.

Financial Returns. Retained in the Examination Division, Financial Accounts Branch, for 1 month after

receipt; then forwarded to the Records Services Branch for a retention period of 4 months; then transferred to the Federal Records Center and destroyed after a total retention period of 10 years in accordance with General Accounting Office instructions.

Military Pay Cases of Separated Personnel. Retained in the Examination Division, Claims and Separations Branch, for 18 months following end of the calendar year in which the member was released from active duty, then released to the Records Services Branch for transfer to the Federal Records Center and destroyed after a total retention period of 10 years in accordance with General Accounting Office instructions.

Annual Separation Listings. Retained in the Examination Division, Records Services Branch, for 10 years or until such time as the corresponding military pay cases are destroyed.

Annual Reserve Tax Listings. Retained in the Examinations Division, Records Services Branch, until no longer useful; then destroyed.

Microfilm of Annual Wage and Tax Information of Active Duty Personnel. Retained in the Examination Division, Records Services Branch, until no longer useful; then destroyed.

Microfilm of Quarterly Social Security Wage Data. Retained in the Examination Division, Records Services Branch, indefinitely.

Microfilm of Master Allotment File. Retained in the Examination Division, Records Services Branch, until no longer useful; then destroyed.

Microfiche and Microfilm of Field and Alpha Locators. Retained in the Examination Division, Records Services Branch, indefinitely.

Microfiche of Marine Corps Officers Lineal List. Retained in the Examination Division, Records Services Branch, until new listing is received; then destroyed.

Active Military Pay Cases. Retained in the Examination Division, Pay Record Audit Branch, until such time as member is released from active duty; then released to the Claims and Separations Branch and ultimate transfer to the Federal Records Center.

Reserve Personnel Military Pay Cases. Retained in the Examination Division, Pay Record Audit Branch, for 3 fiscal years; then transferred to the Federal Records Center and destroyed after a total retention period of 10 years in accordance with General Accounting Office instructions.

Centralized Automated Reserve Pay System (CAREPAY). Retained in the Examination Division, Pay Record Audit Branch, for 3 fiscal years; then transferred to the Federal Records Center and destroyed after a total retention period of 10 years in accordance with General Accounting Office instructions.

Uniformed Services Savings Deposit Accounts of Personnel Declared Missing In Action. Retained in the Examination Division, General Audit Branch, until such time as the account is closed; then filed in the member's military pay case and held until the case is transferred to the Federal Records Center.

Federal Housing Administration (FHA) Files. Retained in the Examination Division, General Audit Branch, for 3 years following termination of the member's entitlement; then filed in the member's military pay case and held until the case is transferred to the Federal Records Center.

U S Treasury Department, Internal Revenue Service Forms 941c. Retained in the Examination Division, Financial Accounts Branch, for four years following the date the 941c was prepared; then destroyed.

Marine Corps Disbursing Officers Shortage Accounts. Retained in the Examination Division, Financial Accounts Branch, for two years after final settlement; then destroyed.

Indebtedness Cases. Retained in the Examination Division, Settlements Branch, until case is closed or declared uncollectible; then transfer the uncollectible cases to the General Accounting Office or to the member's service record book according to the disposition of each particular case. Record of Indebtedness cards are reduced to microfilm annually and retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps (Code FDD).

Marine Corps Finance Center.

General Accounting Office.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commanding Officer
Marine Corps Finance Center
Examination Division
Kansas City, Missouri 64197
Telephone: Area Code 816-926-7853

Individual will be required to furnish name, social security number, duty status, and type of information or records required.

Same as notification.

Name, social security number, military identification card, or other appropriate identification.

RECORD ACCESS PROCEDURES:

Same as notification.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Marine Corps activities having the responsibility of collecting data and preparing reports and documents; Headquarters U S Marine Corps; credit unions; credit bureaus; insurance companies; courts; and financial institutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MFD00009

SYSTEM NAME:

Pay Vouchers for Marine Corps Junior Reserve Officer Training Course Instructors

SYSTEM LOCATION:

All Marine Corps District Headquarters.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Retired Marines in the Marine Corps Junior Reserve Officer Training Course Instructor Program.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain individual name, rank, social security number, unit to which assigned, requests for payment of salaries.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Marine Corps Junior Reserve Officer Training Course Officer and administrative and fiscal personnel for evaluation and processing for payment.

Officials and employees of the Naval Service and General Accounting Office in the execution of their official duties in relation to inspections, investigations, legal action.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders stored in filing cabinets.

RETRIEVABILITY:

Alphabetically by last name, and school to which assigned.

SAFEGUARDS:

Access limited to Marine Corps Junior Reserve Officer Training Course, administrative and fiscal personnel required to process payment requests and payments. After working hours the office and building are locked. A guard is located in the general vicinity.

RETENTION AND DISPOSAL:

Files are retained for three years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Marine Corps Junior Reserve Officer Training Course Officer Marine Corps Districts.

NOTIFICATION PROCEDURE:

Write or visit SYSMANAGER of Marine Corps District in which school is located. Provide full name, social security number, and military status. Proof of identity may be established by military identification card or DD-214 and drivers license.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER

CONTESTING RECORD PROCEDURES:

The rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Senior Marine Instructor of Marine Corps Junior Reserve Training Course unit of which instructor is a member.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MFD00010

SYSTEM NAME:

Per Diem and Travel Payment System

SYSTEM LOCATION:

Primary System-Disbursing Offices, Marine Corps Posts and Stations

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Marine Corps civilian and military personnel receiving travel advances or making settlement of travel claims to the local Disbursing Office.

CATEGORIES OF RECORDS IN THE SYSTEM:

Completed travel claims with documentation cross-referenced to individuals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Marine Corps disbursing employees for cross-reference between individual and disbursement of funds for reimbursement in the performance of official travel.

Headquarters, U S Marine Corps and Marine Corps commands, activities and organizations - By officials and employees of the Marine Corps in matters regarding their assigned duties.

Department of Defense and its Components - By officials and employees of the Department in the performance of their official duties.

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch Agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representatives of the U S or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Card file.

RETRIEVABILITY:

Employee name, social security number or badge number.

SAFEGUARDS:

Card file is maintained and used by specific clerks within travel section of the Disbursing Office. After working hours, office is locked in a building with controlled access by armed guards.

RETENTION AND DISPOSAL:

Data is maintained until individual departs the area and all travel advances have been settled.

SYSTEM MANAGER(S) AND ADDRESS:

Disbursing Officer

NOTIFICATION PROCEDURE:

Information may be obtained from: Disbursing Offices, Marine Corps Posts and Stations

RECORD ACCESS PROCEDURES:

Signed written requests should contain the full name of the individual and social security number or badge number and addressed to the address listed under NOTIFICATION above.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Travel orders and disbursing documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MHD00001

SYSTEM NAME:

Biographical Files

SYSTEM LOCATION:

Reference Section (Code HDR), History & Museums Division, Headquarters, U S Marine Corps, Washington, D C 20380 and all major Marine Corps commands and districts.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Marine Corps General Officers and those Marines considered as being or having been newsworthy.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains biographical sketches, press releases and media clippings.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Headquarters, U S Marine Corps commands, activities and organizations By officials and employees in connection with their official duties.

Department of Defense and its Components - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal

representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representatives of the U S or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Officer relating to the Marine Corps.

Historical researchers-to determine accuracy of facts and provide background for correspondence and studies.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, microfiche, and photographs.

RETRIEVABILITY:

Filed alphabetically by last name of subject.

SAFEGUARDS:

Building employs security guards. Files within a vault accessible only to authorized personnel who are screened and registered prior to being granted access.

RETENTION AND DISPOSAL:

Files are permanent

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

NOTIFICATION PROCEDURE:

Information may be obtained from:
The Commandant of the Marine Corps (Code HD)
Headquarters, U S Marine Corps
Room 3129, Reference Section Head
Navy Annex (Federal Office Building 12)
Washington, D C 20380
Telephone: Area Code 202/694-1481/1473

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: The Commandant of the Marine Corps (Code HDR), Headquarters U S Marine Corps, Washington, D C 20380

Written requests for information should contain the full name of the individual.

For personal visits, the individual should be able to provide some acceptable identification.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Newspapers, magazines, Marine Corps press releases and biographical sketches.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MHD00006

SYSTEM NAME:

Register/Lineal Lists

SYSTEM LOCATION:

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Lists of all active duty and retired officers from 1800 to present.

CATEGORIES OF RECORDS IN THE SYSTEM:

Bound volume of listings which include individual's name, rank.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Historical Researchers - To determine authority of dates, names and ranks of personnel.

Headquarters, U S Marine Corps and Marine Corps commands, activities and organizations - By officials and employees of the Marine Corps in the execution of their assigned duties.

Department of Defense and its Components - By officials and employees of the Department in the performance of their official duties.

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representatives of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representatives of the U S or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Bound volumes retained in library

RETRIEVABILITY:

Yearly volume listed alphabetically within ranks.

SAFEGUARDS:

Building employs security guards. Files within a vault accessible only to authorized personnel who are screened and registered prior to being granted access.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Files are permanent

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

NOTIFICATION PROCEDURE:

Information may be obtained from:
The Commandant of the Marine Corps (Code HD)
Headquarters, U S Marine Corps
Room 3129, Reference Section Head
Navy Annex
Washington, D C 20380
Telephone: Area Code 202/694-1481/1473

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commandant of the Marine Corps (Code HDR), Headquarters, U S Marine Corps, Washington, D C 20380

Written requests for information should contain the full name of the individual.

For personal visits the individual should be able to provide some acceptable identification.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Internal Publication

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MIL00001

SYSTEM NAME:

Assignment and Occupancy of Family Housing Records

SYSTEM LOCATION:

System is organizationally decentralized. Records are maintained at Marine Corps Installations with family housing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

File contains individual's application, assignment to and occupancy history of family housing. Records include, but are not limited to information from the Manpower Management System and the Joint Uniform Military Pay System.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's application and assignment to and occupancy history of family housing.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Installation Family Housing Offices - To obtain information in order to determine type of quarters to which individual's are to be assigned; to make assignments and to personnel who are assigned to quarters.

Department of Defense and its Components - By officials and employees of the Department in the performance of their official duties.

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representatives of the U S or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and on file cards.

RETRIEVABILITY:

Filed alphabetically by last name of housing occupant and in order of position on waiting list.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel; waiting lists are maintained for public inspection.

RETENTION AND DISPOSAL:

Records are permanent. They are retained in active file during time that personnel is residing in quarters, retained in a quarters record jacket after termination of occupancy.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, (Code LF) Washington, D C 20380

NOTIFICATION PROCEDURE:

Information may be obtained from: The Commanding Officer of the Marine Corps Installation from which family housing has been requested, assigned or vacated. Mailing addresses are as shown in the Navy Standard Distribution List (OPNAV P09B3-107).

RECORD ACCESS PROCEDURES:

Requests for information from individuals should be addressed to the Commanding Officer of the Marine Corps installation(s) at which the individual applied for or occupied family housing. Such requests should include name, social security number, quarters number if known, and dates of period addressed in the inquiry. Installation addresses are as reported by the Navy Standard Distribution List.

Personal visits may be made to the installation in questions any normal work day between 8:00 AM-4:30 PM. For personal visits the individual should be able to provide valid personal identification

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Application from individual seeking family housing, Marine Corps Manpower Management System; Joint Uniform Military Pay System.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

MIL00002

SYSTEM NAME:

Unaccompanied Personnel Housing Registration System

SYSTEM LOCATION:

Each Unaccompanied Officer Personnel/Staff Unaccompanied Enlisted Personnel Housing (UOPH/Staff UEPH) assigned registration responsibilities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian personnel who are current and former residents of UOPH and Staff UEPH.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains personal identifying information, arrival/departure dates; type of orders; monetary allowance information; UOPH/Staff UEPH room identification.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose is to provide adequate records for management of Bachelor housing. Used by office personnel to maintain a record of occupancy. By auditors to verify occupancy. By other military and DOD officials when required in the execution of their official duties.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper cards, file folders, status boards, etc.

RETRIEVABILITY:

Alphabetically by name and social security number.

SAFEGUARDS:

Stored in locked office during nonworking hours or when office is not manned. Access on a need to know basis only for official purposes.

RETENTION AND DISPOSAL:

Retained for four years; then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Decentralized. The local commander is responsible for management of UOPH and Staff UEPH.

NOTIFICATION PROCEDURE:

Requests shall be addressed to the SYSMANAGER Requestor must be able to provide appropriate identifying information.

RECORD ACCESS PROCEDURES:

Rules for access may be obtained from the SYSMANAGER

CONTESTING RECORD PROCEDURES:

Rules for contesting contents may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

UOPH/Staff UEPH office personnel and information from individual who fills out registration card.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MIL00003

SYSTEM NAME:

Laundry Charge Accounts Records

SYSTEM LOCATION:

Marine Corps activities with laundry facilities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have applied for Laundry charge accounts.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, rank, unit, social security number, quarters address and telephone number, date and ticket number of laundry service and amount charged.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Accounting purposes.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

In paper records in file folders.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are maintained in locked filing cabinets within locked offices of buildings. Records are accessible only to persons whose performance require it.

RETENTION AND DISPOSAL:

Five years and then destroy.

SYSTEM MANAGER(S) AND ADDRESS:

Decentralized. Laundry charge accounts managed under the Commanding General of each activity which has a laundry.

NOTIFICATION PROCEDURE:

Correspondence pertaining to records maintained by the laundry. Contact the Commanding General of the Marine Corps activity in question.

RECORD ACCESS PROCEDURES:

Information may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Individuals

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MIL00004

SYSTEM NAME:

Personal Property Program

SYSTEM LOCATION:

All Marine Corps Bases and Federal Record Centers

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel having shipped or stored personal property or privately owned automobiles.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's applications for shipment and/or storage, related shipping documents and records of delivery and payment.

DD 619 (Statement of Accessorial Services Performed)
DD 828 (Motor Vehicle Shipment Application)
DD1100 (Household Goods Storage Record)
DD1101 (Household Goods Storage information)
DD1252 (Owner's U S Customs Declaration and Entry and Inspecting Officer's Certificate)
DD1299 (Application for shipment and/or storage of Personal Property)
DD1671 (Reweight of Household Goods)
DD1780 (Report of Carrier Services Personal Property Shipment)
DD1781 (Property Owners Report on Carriers Report)
DD1797 (Personal Property Counseling Checklist)
DD1799 (Member's report on Carrier Performance - Mobile Homes)
DD1800 (Mobile Home Shipment Inspection at Destination)
DD1841 (Schedule of Property Damages)
DD1842 (Claim for Personal Property against the United States)
DD1845 (Demand on Carrier/Contractor)

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

DOD Regulation 4500.34 'Personal Property Traffic Management Regulation'
JAG Manual

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Traffic Management Offices and applicable Finance Center for effecting, coordinating and payment of personal property shipment and storage.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of member.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel that are properly cleared and trained

RETENTION AND DISPOSAL:

Records on international shipments of household goods moved via freight forwarders are retained for 6 years after the period covered by the account and then destroyed. All other household goods records are destroyed when 3 years old.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Secretary of Defense (Installations and Logistics (ASD (I&L)) Washington, D C

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commandant of the Marine Corps
(Code LFS-2)
Headquarters, U S Marine Corps
Washington, D C 20380
Telephone: 224-1067

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to Commandant of the Marine Corps (LFS-2), Headquarters, U S Marine Corps, Washington, D C 20380.

Written request for information should contain the full name of individual, SSN, current address and telephone number.

For personal visits, the individual should be able to provide acceptable identification and give some verbal information that could be verified with his 'case' folder.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Application and related forms from the individual requesting access; notification of personal clearance from the SYSMANAGER research note/ documents from records custodians.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MIL00005

SYSTEM NAME:

Passenger Transportation Program

SYSTEM LOCATION:

All Marine Corps Bases

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel and their dependents, DOD civilian employees and their dependents, and other individuals furnished transportation via commercial transportation resources and Department of Defense single manager transportation resources.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains copies of passenger transportation procurement documents issued, copies of official travel orders supporting the issuances; applications for transportation of dependents, port call requests and confirmations; copies of endorsements to orders indicating transportation issuances; requests and authorizations for space available MAC transportation.

SF 1169 United States of America Transportation Request
DD 652 Uniformed Services Meal Ticket
DD 884 Application for Transportation for Dependents
DD 1287 Request for Commercial Transportation
DD 1341 Report of Commercial Carrier Passenger Service
DD 1482 Military Airlift Command (MAC) Transportation Authorization.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

MCO P4600.14A (joint) Military Traffic Management Regulation (Promulgates policy and procedures applicable to performance of traffic management functions within the CONUS)

DOD 4515.13-R Air Transportation Eligibility (Policy and procedures applicable to movement via DOD owned and controlled airlift)

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Traffic Management Offices and Applicable Finance Center for effecting coordination and payment of passenger transportation charges by commercial transportation and Military Airlift Command (MAC) resources.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Passenger Transportation Procurement documents filed by serial number preprinted on the documents.

Other documents filed in alphabetical order by last name of member.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel that are properly cleared and trained.

RETENTION AND DISPOSAL:

Copies of transportation procurement documents held by issuing office for period of 4 years, after which they are destroyed. Other records retained in active files until the end of the calender year in which transportation was effected and held additionally in inactive file for two years, then they are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Military Traffic Management Command, Washington, D C (Travel via commercial transportation within CONUS)

Commander, Military Airlift Command, Scott AFB, IL (International travel via DOD owned and controlled airlift)

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commandant of the Marine Corps
(Code LFS-2)
Headquarters, U S Marine Corps
Washington, D C 20380
Telephone 224-1781

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to Commandant of the Marine Corps, (Code LFS-2), Headquarters, U S Marine Corps, Washington, D C 20380

Written request for information should contain the full name of the individual, SSN, current address and telephone number.

For personal visits, the individual should be able to provide acceptable identification and give some verbal information relating to commercial transportation furnished or Military Airlift Command (MAC) transportation arrangements on a space required or space available basis.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individuals concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Application and related forms from the individual requesting access; notification of personal clearance from the SYSMANAGER research notes/ documents from records custodians.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MIL00006

SYSTEM NAME:

Dealer's Record of Sale of Rifle or Pistol, State of California

SYSTEM LOCATION:

Each Marine Corps Activity in California

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Authorized Marine Corps Exchange patrons who purchase a rifle or pistol from the Exchange.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual identifying information including height, weight, color of hair and eyes, if purchaser is a citizen, if the purchaser has been convicted of a felony, or if the purchaser is addicted to use of narcotics, the individual's occupation, and descent.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by Marine Corps Exchange personnel for record keeping purposes, one copy is sent to the State of California in Sacramento, California and to the local Sheriff's office.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

In paper records in file folders.

RETRIEVABILITY:

By name

SAFEGUARDS:

Records are maintained in locked filing cabinets within locked offices of buildings. Records are accessible only to authorized personnel only.

RETENTION AND DISPOSAL:

Records are maintained for five years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Decentralized. System managed by local commanders.

NOTIFICATION PROCEDURE:

Correspondence pertaining to records maintained by local commands may be addressed to the Commanding Officer of the activity concerned.

RECORD ACCESS PROCEDURES:

Information may be obtained from the SYSMANAGER

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Individuals

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MIL00011

SYSTEM NAME:

MDSVEN Vendor Directory

SYSTEM LOCATION:

All Marine Corps commands which operate a Marine Corps Exchange.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All vendors' names and addresses actively engaged in business with the local exchange.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains vendor names and addresses; freight information, delivery and discount terms for remittance and payment

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U. S. Code 7601

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purchasing Activity - To obtain addresses for ordering, freight and delivery information, discount terms, etc.; required for entry on Purchase Orders

Accounting Activity - To obtain billing and remittance addresses

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Mechanized print-outs and computer discettes

RETRIEVABILITY:

Filed in computer and/or discettes by permanently assigned 6 digit file numbers

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel on a need-to-know basis.

RETENTION AND DISPOSAL:

Records are permanent; updated as necessary. Held until vendor is no longer actively engaged in business with Exchange, then record is eliminated and/or cleaned off diskette.

SYSTEM MANAGER(S) AND ADDRESS:

Decentralized system managed by local commanders. See Directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Correspondence pertaining to records maintained by local commands may be addressed to the Commanding Officer of the activity concerned.

RECORD ACCESS PROCEDURES:

Information may be obtained by contacting SYSMANAGER

Requests should contain the full name of the requester and the basis of the request.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained by contacting the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Notification from applicable vendors, correspondence and agreements originating between vendor and Exchange Procurement Activity.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MIL00012

SYSTEM NAME:

Standard Licensing Procedures For Operators of Military Motor Vehicles

SYSTEM LOCATION:

All Marine Corps motor vehicle licensing facilities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and DOD civilian employees required to operate a government-owned/or controlled motor vehicle including nonappropriated fund vehicles.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain information on each individual's driving experience, who applies for a Government Operators Permit to include traffic accidents involved in, any refusal, suspension or revocation of State Operator's License, all violations of traffic regulations (other than overtime parking) for which he has been found guilty, misrepresentation or failure to report these, and results of physical examinations.

DD Form 1360 - Operators Qualifications and Record of Licensing, Examination and Performance

NAVFAC 9-11240/10 - Application for Motor Vehicle Operators Permit

SF 47 - Physical Fitness Inquiry for Motor Vehicle Operators

NAVFAC 9-11240/11 - Checklist and Scoresheet for Road Test in Traffic

SF 46 - U S Government Motor Vehicle Operator's Identification Card

Dot Form HS 1047 - Request for Search of National Drivers Register

Dot Form 1054 - Report of Inquiry Searched

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Motor vehicles licensing procedures used to determine the qualification of personnel requesting motor vehicle operator's I D cards

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed in alphabetical order by last name of applicant

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel

RETENTION AND DISPOSAL:

Copies are normally held for 3 years and are then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Installations and Logistics, Headquarters, U S Marine Corps, Washington, D C

Decentralized system managed by local commands.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Headquarters, U S Marine Corps (Code LME)
Room 400
Commonwealth Building
Arlington, VA 22209
Telephone: Area Code 202/695-3460

Correspondence pertaining to records maintained by local commands may be addressed to the commanding officer of the activity in question. See Directory of Department of the Navy Mailing Addresses.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Commandant of the Marine Corps (Code LME), Headquarters, U S Marine Corps, Washington, D C 20380; SYSMANAGER of activity concerned.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Individual information is taken from NAVMC 10964, Licensing application, civil authorities, Provost Marshal's office, service record, organization commanders.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MIL00013

SYSTEM NAME:

Individual Uniform Clothing Records

SYSTEM LOCATION:

All Marine Corps activities, but records limited to individuals having received clothing through that activity.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Personnel of the Marine Corps, Marine Corps Reserve, Navy Corpsmen authorized to wear Marine Corps uniforms, candidates of officer procurement programs of the Marine Corps (including Marine option NROTC), former Marines authorized to purchase Marine Corps uniforms from Marine Corps clothing stocks.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain listings of individual uniform clothing issued in-kind and clothing sold to individuals on a cash basis, mail-order basis or pay checkage basis.

NAVMC 604 - Individual Clothing Requisition and Issue Slip (Men's)
NAVMC 604b - Individual Clothing Requisition and Issue Slip (Women's)
NAVMC 604a - Transmittal of Clothing Issue Slips
NAVMC 10710 - Men's Individual Clothing Request
NAVMC 10711 - Women's Individual Clothing Request
NAVMC 631 - Individual Clothing Record (Men's)
NAVMC 631a - Individual Clothing Record (Women's)
DD Form 358 - Special Measurement Blank - Clothing - Men's
DD Form 1111 - Armed Forces Measurement Blank - Special Sized Clothing - Women's
DD Form 150 - Special Measurement Blank for Special Measurement/ Orthopedic Boots and Shoes
DD Form 1348 - DOD Single Line Item Requisition System Document (Manual)
SF 344 - GSA Multi-use Standard Requisitioning/Issue System Document
Naval messages/speedletters when used in lieu of routine MILSTRIP procedures.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10113 of 24 February 1950

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To substantiate supply accounting records for clothing issued or sold from Marine Corps stocks to individuals, and when sales are made on a pay checkage basis, to substantiate pay checkage action under the Joint Uniform Military Pay System (JUMPS)

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

May be filed for retrieval by either name or SSN, or when used as a substantiating document for issues/ sales at a retail clothing outlet, files are primarily in transaction document number sequence.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Three years when used to substantiate issues under the clothing Monetary Allowance System.

As required when used to substantiate financial/pay checkage transactions.

Until individual uniform clothing items issued in kind to members of the Marine Corps Reserve are recovered upon separation.

Three years following detachment from duty for which an issue of supplementary uniforms was authorized.

SYSTEM MANAGER(S) AND ADDRESS:

Decentralized system - managed by local command.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commandant of the Marine Corps (Code LMP)
Room 378
Commonwealth Building
Arlington, Virginia 22209
Telephone Area Code: 202/694-1775

Correspondence pertaining to records maintained by local commands may be addressed to the commanding officer of the activity in question. See Directory of Department of the Navy Mailing Addresses.

Information required from requester:
Full name

SSN
Military status
Current address
Specifics of information desired

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commandant of the Marine Corps (Code LMP), Headquarters, U S Marine Corps, Washington, D C 20380

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual information, Joint Uniform Military Pay System/ Manpower Management System (JUMPS/MMS).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MIL00014

SYSTEM NAME:

Exchange Privilege Authorization Log

SYSTEM LOCATION:

Organized Marine Corps Reserve units.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any member of the Organized Marine Corps Reserve unit who becomes eligible for exchange privileges as a result of attending drills with that unit in accordance with current regulations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Log contains a list by name of individuals who are issued exchange privilege authorization letters. The list is maintained on a quarterly basis.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

By the Commanding Officer/ Inspector-Instructor of Reserve Units to keep a record of personnel who were authorized to use the exchange during each fiscal quarter. Exchange personnel letters are utilized to verify authority of Reserve to utilize exchange services.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Papers bound log book on paper - letters issued to individual Reserves.

RETRIEVABILITY:

Alphabetically by last name for each fiscal quarter. Personnel who join during the quarter are added to the list as they become eligible for exchange privileges.

SAFEGUARDS:

The log is maintained in an area accessible only to authorized personnel. This area is locked during non-working hours.

After working hours the office and building are locked. A guard is located in the general vicinity.

RETENTION AND DISPOSAL:

The log will be destroyed one year from the end of the calendar year for which entries are made.

SYSTEM MANAGER(S) AND ADDRESS:

Inspector-Instructor of Organized Marine Corps Reserve unit.

NOTIFICATION PROCEDURE:

Write or visit SYSMANAGER. Provide full name, social security number, and military status. Proof of identity may be established by military identification card or DD-214 and drivers license.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Monthly drill attendance records of Organized Marine Corps Reserve unit.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MIL00015

SYSTEM NAME:

Housing Referral Services Records System

SYSTEM LOCATION:

All Marine Corps installations with housing referral offices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel reporting to an installation who will be residing off base desirous of seeking off base housing.

CATEGORIES OF RECORDS IN THE SYSTEM:

Information is collected on DD Form 1668 from all military personnel reporting to a housing referral office as pertains to name, grade, branch of service, organization and location, local address, housing needs, e.g. rental/sale, number of bedrooms, furnished/ unfurnished, price range, etc., number of dependents, male or female, and age. A list of housing referral services provided and identification of member of racial or ethnic minority groups. Individuals provided referral assistance must in turn provide notification of housing selection by use of DD Form 1670 which includes such information as type of housing selected, e.g., location, temporary/ permanent, rental/sale, cost, number of bedrooms, media through which housing was found, e.g., housing referral, realtor, newspaper, etc., and satisfaction with selection, e.g., too small, too far, discrimination encountered, and satisfaction with housing referral services provided.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Referral offices use data to assist and counsel individuals in locating suitable housing off base, used for follow-up purposes when written notification from individual is not provided as to ultimate location of housing, used for purposes of reporting statistics on field activity housing referral services, used to follow up on availability of rental unit subsequent to occupant's receipt of PCS orders, and follow up regarding tenant/ landlord complaints.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders

RETRIEVABILITY:

By individual's name.

SAFEGUARDS:

Housing files within the housing referral or housing office, used solely within the housing organization and protected by military installation's

security measures. Individual may upon request, have access to all such data.

RETENTION AND DISPOSAL:

Data is retained until individual's tour is completed and subsequently disposed of according to local records disposition instructions.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps (Code LFF-3), Headquarters, U S Marine Corps, Washington, D C 20380.

NOTIFICATION PROCEDURE:

Records are maintained by housing referral offices at the Marine Corps activity responsible for providing referral services for military personnel in the area. Individual may request access to records upon proof of identity (ID card).

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from installation family housing office.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the installation family housing office.

RECORD SOURCE CATEGORIES:

Data collected from each applicable individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MIL00016

SYSTEM NAME:

Depot Maintenance Management Subsystem (DMMS)

SYSTEM LOCATION:

Marine Corps Logistics Support Base, Atlantic, Albany, Georgia 31704
Marine Corps Logistics Support Base, Pacific, Barstow, California 92311

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any military or civilian employee of USMC Depot Maintenance Activities

CATEGORIES OF RECORDS IN THE SYSTEM:

System contains individual's Personal History File, Labor Distribution Reports, Time and Attendance Reports and Payroll Reports

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Marine Corps Logistics Support Bases - To provide payroll support and cost accounting
Congress of the United States
Naval Audit Service - To obtain audit trails for cost accounting
DOD Departments and agencies
USMC staff agencies and commands - To review cost accounting and financial management procedures, to monitor labor distribution
Federal, state, and local tax agencies
General Accounting Office
Treasury Department
Department of Justice

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tapes and disks, computer paper printouts and microfiche.

RETRIEVABILITY:

Filed by employee badge number

SAFEGUARDS:

Buildings have security personnel. Records are maintained in areas accessible to authorized personnel that are properly screened.

RETENTION AND DISPOSAL:

Records are maintained until end of calendar year in which employee has worked. At the end of one year, the computer magnetic tapes and disks are erased and paper printouts are destroyed by shredding. Microfiche is destroyed by burning.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps (Code LMM), Headquarters, U S Marine Corps, Washington, D C 20380
Director, DMA, Marine Corps Logistics Support Base, Atlantic, Albany, Georgia
Director, DMA, Marine Corps Logistics Support Base, Pacific, Barstow, California

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commandant of the Marine Corps (Code LMM), Headquarters, U S Marine Corps Washington, D C 20380
CG, Marine Corps Logistics Support Base, Atlantic, Albany, Georgia 31704
CG, Marine Corps Logistics Support Base, Pacific, Barstow, California 92311

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the Commanding General, Marine Corps Logistics Support Base, Atlantic, Albany, Georgia 31704 or Commanding General, Marine Corps Logistics Support Base, Pacific, Barstow, California 92311.

Written requests for information should contain the full name of the individual, current address, telephone number.

For personal visits, the individual should be able to provide some acceptable identification, i.e., driver's license, social security card, etc.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Automated system interfaces
Application and related forms from the individual requesting employment.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MIL00017

SYSTEM NAME:

Transportation Data Financial Management System (TDFMS)

SYSTEM LOCATION:

Commanding General (Code A470), Marine Corps Logistics Support Base, Atlantic, Albany, Georgia 31704

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Marine Corps active duty, reserve, and retired personnel, federal Civil Service employees of the Marine Corps and their dependents.

CATEGORIES OF RECORDS IN THE SYSTEM:

The TDFMS Master Files consist of a complete automated record for all Marine Corps active duty, reserve and retired personnel, federal Civil Service employees of the Marine Corps and their dependents concerning the movement of household goods, personal effects and passenger or personnel transportation by rail, bus, air or other means involving expenditures of Marine Corps funds.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 37, U S Code/Title 10, U S Code and Marine Corps Orders within the 4600 Series.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Headquarters, U S Marine Corps, Marine Corps activities for analysis and research for budget forecasting; audit, verification, certification of O&MMC, Stock Fund, Reserve, Procurement, MFMC expenditure of Marine Corps funds; identifying movement of material by weight, commodity within areas by FY historical data of commodity movements, related cost, budget forecasting, validation, and special studies.

Marine Corps Supply Center to monitor and certify for payment transportation charges concerning the movement of personal property and personnel and to initiate collection/reimbursement action for cost incurred that exceeds entitlements.

Department of Defense and its components - By officials and employees of the Department in the performance of their offical duties.

The Attorney General of the U S - By officals and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch Agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - The Senate or the House of Representatives of the U S or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the Files.

The Comptroller General of the U S - By the Comptroller or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tapes and discs, computer printouts, microfiche and microfilm.

RETRIEVABILITY:

Information is accessed and retrieved by name, social security number, etc. Conventional and computerized indices are required to retrieve individual records from the system.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are maintained until statute of limitations has expired and/or litigation is concluded.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps (Code LFS), Headquarters, U S Marine Corps, Washington, D C 20380.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commanding General (Code A470)
Marine Corps Logistics Support Base, Atlantic
Albany, Georgia 31704
Telephone: Area Code 912/439-5674/5675/5676/5677

RECORD ACCESS PROCEDURES:

Written requests from individuals should be addressed to the address listed under the heading LOCATION.

Written requests for information should contain social security number, full name and current address, Government Bill of Lading number (if known), date of shipment or move of household goods.

For personal visits, the individual should be able to provide positive personal identification, such as valid military identification card, drivers license, etc.

CONTESTING RECORD PROCEDURES:

The rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Government and commercial carriers.
Installation Transportation Officers.
Authorized order writing activities.
Paying or disbursing officers.
Marine Corps Manpower Management System

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MIL00018

SYSTEM NAME:

Organization Clothing Control File

SYSTEM LOCATION:

Depot Property Control Branch, Marine Corps Recruit Depots

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Drill Instructors, Marksmanship Instructors, Women Marine Special Subject Instructors and Band members.

CATEGORIES OF RECORDS IN THE SYSTEM:

Combined Individual Clothing Requisition and Issue Slip NAVMC 604 Form.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To maintain records of organizational clothing issued to authorized personnel until items have been returned.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Filed alphabetically by last name of Marine concerned.

SAFEGUARDS:

Records are maintained in filing cabinet in a locked building.

RETENTION AND DISPOSAL:

Records are maintained until items of organizational clothing are returned.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding General, Marine Corps Recruit Depots

NOTIFICATION PROCEDURE:

Information may be obtained from:
Depot Supply Officer
Depot Service and Supply Department
Marine Corps Recruit Depot
Parris Island, South Carolina 29905 or San Diego, California 92140

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Depot Supply Officer, Depot Services and Supply Department, Marine Corps Recruit Depot, Parris Island, SC 29905 or San Diego, CA 92140.

Written requests for information should contain the full name, social security number and current address of the individual concerned.

For personal visits, the individual should be able to provide a military identification card.

CONTESTING RECORD PROCEDURES:

The Depot's rules for access to records and for contesting contents and

appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Provided by the authorized individual's request NAVMC 604 to be issued items of Organizational Clothing.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MIL00019

SYSTEM NAME:

Equipment and Weapons Receipt or Custody Files

SYSTEM LOCATION:

System is decentralized. Records are maintained at Marine Corps commands, organizations, or activities that issue said equipment or weapons.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

System contains name, rank, social security number, unit address, and date.

CATEGORIES OF RECORDS IN THE SYSTEM:

This file contains name, rank, social security number, itemized list of equipment issued, date issued, and possibly unit and section/Department to which assigned.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

This system is used to identify individuals who have Government property in their possession.

Officials and employees of the Naval Service and General Accounting Office in the execution of their official duties in relation to inspections, investigations, legal action.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in binder, file folder, box, vertical card file, or index cards.

RETRIEVABILITY:

Records are filed alphabetically by name.

SAFEGUARDS:

After working hours, the office and building are locked. A guard is located in the general vicinity.

RETENTION AND DISPOSAL:

These records are destroyed upon the return of the property listed.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer of the activity.

NOTIFICATION PROCEDURE:

Write or visit SYSMANAGER Provide full name, social security number, and military status. Proof of identity may be established by military identification card or DD 214 and drivers license.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Information is entered by visual certification of property, issued and identification presented by individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MIL00021

SYSTEM NAME:

Working Files, Division Supply Sections and Wing Supply Sections

SYSTEM LOCATION:

Division Supply Section, Regiments, Battalions, Separate Companies

Wing Supply Sections, Groups, Separate Squadrons

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Personnel responsible for government property, reimbursing government for damages/loss of property.

CATEGORIES OF RECORDS IN THE SYSTEM:

Equipment Custody Records (ECR) - This file contains the date, voucher number, remarks, quantity, signature, control number, description and unit.

Memorandum Receipt for Individual/ Garrison Equipment (IMR) - This file includes the name, grade, SSN, date, organization, signature and unit.

Memorandum Receipt for Individual Weapons and Accessories - This file includes the name, grade, SSN, organization, signature and unit.

Personal Effects Log - This file includes the date, name, SSN, grade and signature.

Letter of Appointment/Authorization - These files include the date, name, grade, SSN, description of duties/ authorizations and sample signature.

Voucher Files - Cash Collection - This file includes the name, grade, SSN, unit, description of sales and signature.

Voucher Files - Investigations - This file includes the name, grade, SSN of investigating officer and signature.

Investigation Log/File - This listing contains the investigation number, investigating officer, subject, serial number, date investigation received, date sent to unit for correction (if applicable), due date to be returned and remarks. File also contains a copy of the investigation.

Special Order Clothing - This file cincludes the name, rank, SSN, msg number, individual unit, and remarks regarding receipt of clothing.

Base Property Log - Contains a list of names of personnel who have lost and paid for government property.

Serialized Blank Forms Register - Contains a listing of personnel by name who issue/receive serialized blank forms.

Quarterly Inventory of Sets, Chests and Kits - Contains a file of inventories made on contents of sets, chests and kits including the name, rank and SSN of the individual inventorying property.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U. S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Division Supply Section and Wing Supply Section - By officials in the execution of their assigned duties in reviewing proper maintenance and accountability of government property by units.

Regiments, Battalions, Separate Companies, Groups, Separate Squadrons - For supply/S-4 personnel to obtain information pertaining to personnel responsible for government property and/or administering supply functions.

Inspectors from higher headquarters (i.e., FMFPac: Inspecting General (IG) Team, FSMAO) - By officials in the execution of their assigned duties in reviewing proper maintenance and accountability of government property by units.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

ECR - Vertical file cards

IMR; Individual Weapons and Accessories, Special Clothing - card file
Personal Effects; Investigation; Base Property Log; Serialized Blank Forms Register-Log Book
Letters of Appointment/Authorization; Voucher Files, investigations; Quarterly inventories of Sets, Chests and Kits - paper records in file folders.

RETRIEVABILITY:

ECR - files by unit or responsible officer
IMR; Individual Weapons and Accessories; Special Clothing - filed alphabetically by name
Personal Effects, Investigation Log; Letter of Appointment/Authorization; Voucher Files; Base Property Log; Serialized Blank Form Register; Quarterly Inventory of Sets, Chests and Kits - as it occurs by name.

SAFEGUARDS:

IMR; Individual Weapons and Accessories Records - maintained in secured area within armories accessible only to personnel authorized to be in the area.
ECR; Personal Effects Log; Letters of Authority; Voucher Files; Investigations; Special Clothing; Base Property Log; Serialized Blank Forms Register; Quarterly Inventory of Sets, Chests and Kits - Personnel within supply/S-4 sections authorized access, no special safeguard implemented.

RETENTION AND DISPOSAL:

ECR; IMR; Weapons Custody Records; Special Clothing retain until accountable balance is zero.
Personal Effects Log; Quarterly Inventory of Sets, Chests and Kits - one year.
Letters of Appointment/Authorization - five (5) years.
Voucher Files; Investigation Log; Base Property Log; Serialized Blank Forms Register - two years.
All files may be destroyed after being maintained the required timeframe.
Investigations - Two years after the end of the fiscal year in which the investigation was completed.

SYSTEM MANAGER(S) AND ADDRESS:

Division Supply Officers, Marine Corps Division; Wing Supply Officers, Marine Corps Aircraft Wings. See Directory of Department of the Navy Activities for mailing address.

NOTIFICATION PROCEDURE:

Apply to SYSMANAGER

RECORD ACCESS PROCEDURES:

Rules for access may be obtained from SYSMANAGER

Written requests for information should contain the full name, grade and SSN of the individual as well as the unit to which he is/was attached which would reflect information pertaining to him.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Individual and/or individual's SRB or OQR or other listing unit may have which contains required information.
Incoming messages for Special Order Clothing.
Base Locator.
Completed investigations submitted.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MIL00022

SYSTEM NAME:

Delinquent Clothing Alteration List

SYSTEM LOCATION:

System is decentralized. Records are maintained at Marine Corps Commands, organizations, or activities that alter clothing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

List of personnel who have failed to pick up altered clothing.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains an alphabetical listing of personnel who have failed to pick up clothing which has been altered for them.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Clothing Branch Officer in Charge to notify the respective Commanding Officers of personnel listed, that uniforms have been altered and need to be picked up.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Cards/File Folders

RETRIEVABILITY:

Alphabetical by unit assigned.

SAFEGUARDS:

After working hours, the office and building are locked. Guards are located in the general vicinity.

RETENTION AND DISPOSAL:

Maintained for two years, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Clothing Officer of the activity concerned.

NOTIFICATION PROCEDURE:

Information may be obtained from the individual command to which an individual is assigned for duty. Addresses of individual commands are listed in the Navy Standard Distribution List (OPNAV P09B3-107).

RECORD ACCESS PROCEDURES:

Written requests from individuals should be addressed to the Commanding Officer of the activity concerned. Activity addresses are as reported in the Navy Standard Distribution List.
Written requests should include name and social security number.
Personal visits may be made to the installation in question.

CONTESTING RECORD PROCEDURES:

The Marine Corps rules for appealing may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Cards filled out by personnel when leaving clothing for alteration.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MIN00001

SYSTEM NAME:

Personnel Security Eligibility and Access Information System

SYSTEM LOCATION:

Primary system - Headquarters, U S Marine Corps, Washington, D C 20380.
Secondary system - Local activity to which individual is assigned (See List of Marine Corps Activities, MCO P5400.6).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of the U S Marine Corps and Marine Corps Reserve, former members, applicants for enlistment or commissioning, Marine Corps civilian employees, and other persons whose status or position effects the security, order, or discipline of the Marine Corps.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain reports of personnel security investigations, criminal investigations, counterintelligence investigations, correspondence, records and information pertinent to an individual's acceptance and retention, personnel security clearance and access, assignment to personnel reliability programs and other high risk or compartmented information programs requiring personnel quality control.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the U S Marine Corps in the performance of their official duties related to personnel security eligibility and access.

The Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office.

Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement or other matters under the jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies.

State and local government agencies in the performance of their official duties.

Officials and employees of the Department of the Navy in the performance of their official duties.

Official employees of the Department of Defense in the performance of their official duties.

Officials and employees of other agencies of the Executive Branch of the government, upon request, in the performance of their official duties.

Senate or the House of Representatives of the United States or any committee or subcommittee thereof, requiring disclosure of the files or records of individuals covered by this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and index cards. Some information in contained in automated files or on computer tapes.

RETRIEVABILITY:

Filed alphabetically by last name of individual or by social security number.

SAFEGUARDS:

Stored in locked safes or cabinets. File areas are accessible only to authorized persons who are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Records and portions thereof vary in period of time retained. Records are retained and disposed of in accordance with Department regulations.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380.

Decentralized system managed by local command.

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to Commandant of the Marine Corps (Attn: Privacy Act Coordinator), Headquarters, U S Marine Corps, Washington, D C 20380 or in accordance with the list of Marine Corps activities. The letter should contain full name, social security number, rank/rate/civilian status, address and notarized signature of the requester. The individual may visit Headquarters, U S Marine Corps, Arlington Annex (FOB 2), Washington, D. C. for assistance with records located in that building or any Marine Corps activity for access to locally maintained records. Prior written notification of personal visits are required to ensure that all parts of the records will be available at the time of the visit. Proof of identity will be required and will consist of a military identification card, driver's license or similar picture-bearing identification.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Officials and employees of the U S Marine Corps, Departments of the Navy and Defense and other departments and agencies of the Executive Branch of government, and components thereof, in performance of their official duties and as specified by current instructions and regulations promulgated by competent authority. Civilian and military investigative reports. Federal, state and local court documents. Fingerprint cards. Official correspondence concerning individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under Title 5, U S Code 552 a(j) or (k), as applicable. For additional information contact the SYSMANAGER.

MIN00002

SYSTEM NAME:

POW/MIA Intelligence Analysis and Debrief Files

SYSTEM LOCATION:

Primary system - Headquarters, U. S. Marine Corps, Washington, D. C. 20380. Major Marine Corps commands maintain derivative files.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of the U. S. Marine Corps or Marine Corps Reserve either currently or previously held prisoner of war (POW), detained by hostile forces or declared missing in action (MIA).

CATEGORIES OF RECORDS IN THE SYSTEM:

Narrative of loss incident; investigations regarding loss incident; casualty reports; intelligence reports possibly identifying subject; articles, statements, lists and photographs published in the world news media or broadcast over hostile public radio; portions of official debriefings or debriefing summaries; and analytical evaluation of information contained in file.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U. S. Code 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the U. S. Marine Corps in the performance of their official duties related to POW/MIA's.

Officials and employees of the other services and Department of Defense in the performance of their official duties related to POW/MIA's.

Senate or the House of Representatives of the United States or any committees or subcommittees thereof, requiring disclosure of the files or records of individuals covered by this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; photographs, film and tape recordings.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Secured in GSA approved security containers within locked office spaces. Access is granted only to those authorized persons who are properly cleared and having a need-to-know.

RETENTION AND DISPOSAL:

Records maintained within Marine Corps Intelligence Division as long as individual's status remains POW/MIA. Record is retired to Marine Corps Historical Division 2 years after return to U. S. control or when status is changed to KIA/KIA-BNR.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps, Code INTC, Headquarters, U. S. Marine Corps, Washington, D. C. 20380.

NOTIFICATION PROCEDURE:

Apply to SYSMANAGER.

RECORD ACCESS PROCEDURES:

Rules for access may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Other records of the activity; investigators; witnesses; correspondents; intelligence reports from the services, Defense Intelligence Agency, Central Intelligence Agency, State Department and other government agencies; Foreign Broadcast Information Service; newspapers, magazines; television; radio; and movies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MJA00001

SYSTEM NAME:

Business Complaint File

SYSTEM LOCATION:

Legal office or Office of the Staff Judge Advocate at all Marine Corps activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Businesses which have generated complaints by clients at Legal Assistance Office.

CATEGORIES OF RECORDS IN THE SYSTEM:

Affidavits of individuals involved in incidents which give rise to such complaints.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U. S. Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by Legal Assistance Officers to resolve problem locally or forwarded to the appropriate attorney general's office and/or Armed Forces Disciplinary Control Board as appropriate for settlement of complaint.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Arranged by type business and alphabetically by name of business within types. Requires conventional indices for retrievability.

SAFEGUARDS:

Maintained in locked building.

RETENTION AND DISPOSAL:

Maintained locally so long as file is active, or two years if inactive. Not transferred. Destroyed by discard in military trash system.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Judge Advocate/legal officer of the local Marine Corps activity concerned.

NOTIFICATION PROCEDURE:

Requests for information should be addressed to the Systems Manager. Requester may also visit office. Military ID card or other suitable identification will be required.

RECORD ACCESS PROCEDURES:

Rules for access may be obtained from the SYSMANAGER

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Individual complainants.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MJA00002

SYSTEM NAME:

General Correspondence Files for Legal Administration

SYSTEM LOCATION:

All Marine Corps activities

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

File contains information on individuals who have appealed Article 15 punishment and traffic court rulings; have been referred to a court-martial (awaiting special or general court-martial); have been confined at a Correctional Facility in excess of 30 days; lawyers assigned to be on call for a given period; officers punished under Article 15, Uniform Code of Military Justice; individuals selected to sit as members of a court-martial. File covers individuals who have been recommended for administrative discharge whose cases have been reviewed by Staff Judge Advocate, individuals served with civil process, and other individuals (military and civilian) requesting assistance in legal related problems.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains information relating to nonjudicial punishment appeals, the reason for the appeal and the response of the officer appealed; traffic court appeals; counsel assignments to individual referred to a court-martial; weekly case listings including type of offense, counsel assigned and dates pertaining to each case; excess 30 day pretrial confinement letters including the approval/disapproval by the CG for extending the period of confinement; duty lawyer roster; officers' punishments including offense, punishment and statement of desire to appeal or not; weekly docket list; and court-martial members questionnaire including age, duty assignment, summary of past duties, marital status, children, and matters pertaining to past schooling and assignments, name, rank and social security number.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U. S. Code 801, et. seq.; Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Marine Corps Staff Judge Advocate Offices - to prepare SJA's advice to officer appealed to in appeals of nonjudicial punishments; to monitor the fairness of traffic court proceedings; to determine which counsel is assigned to each court-martial case; to inform members of the command with a need to know the status of individual court-martial cases; to expedite cases where individuals have been confined in excess of 30 days; to provide a list of duty counsels for Base security organizations; to keep track of the status of pending cases; and to determine which persons selected to sit as members of a court-martial counsel may wish to challenge.

Marine Corps Commands - by officials and employees of the Marine Corps in the execution of their official duties.

Department of Defense and its Components - by officials and employees of the Department in the performance of their official duties.

The Attorney General of the U. S. - by officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - by officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U.S. - by the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files of the system.

The Comptroller General of the U.S. - by the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders and card files.

RETRIEVABILITY:

Alphabetically

SAFEGUARDS:

Kept behind locked doors with security guard in building at night.

RETENTION AND DISPOSAL:

Most records are retained for two years. Duty lawyer rosters and weekly docket lists are retained for one year. All records are destroyed at the end of the retention period.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity concerned. See Directory of Department of the Navy Mailing Addresses.

NOTIFICATION PROCEDURE:

Requests should be addressed to the SYSMANAGER. Requester should supply full name and social security number.

RECORD ACCESS PROCEDURES:

Requests for access should be addressed to the commanding officer of the activity concerned. Written requests for information should contain full name and grade of the individual.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individuals

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MJA00003

SYSTEM NAME:

Magistrate Court Case Files

SYSTEM LOCATION:

All Marine Corps activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilians pending and tried by the assigned Federal magistrate for crimes committed on military reservation.

CATEGORIES OF RECORDS IN THE SYSTEM:

Investigative reports, complaints, summons and warrants.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 18, U S Code 3041; Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Military Prosecutor for preparation of cases for trial by military prosecutor.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by name. Conventional indices are required for retrieval.

SAFEGUARDS:

Maintained in file cabinet in locked building.

RETENTION AND DISPOSAL:

Retained and destroyed in accordance with SECNAVINST 5212.5B.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of activity concerned. See Directory of Department of Navy Mailing Addresses.

NOTIFICATION PROCEDURE:

Individual is personally served with a subpoena and is shown the file. Requires name for entry.

RECORD ACCESS PROCEDURES:

Contact SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Law enforcement reports, bad check transmittal letters from Government agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MJA00004

SYSTEM NAME:

In Hands of Civil Authorities Case File

SYSTEM LOCATION:

All Marine Corps activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel who are in hands of civil authorities or have charges pending against them by civil authorities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Civil court documents, advice to respondent, health statements/certificates, written agreement releasing the Marine to civilian authorities and

supporting documents pertaining to individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U S Code 814; Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Headquarters, U.S. Marine Corps, commands, activities and organizations - Files are used in the administrative processing of individuals in the hands of civil authorities. Such processing include reports of misconduct, discharge proceedings, notification to the individual's activity that he/she has been arrested by civilian authorities, the nature of the charges and notification to peace officers of the obligation to transport individuals to or from the military installation.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual by calendar year in which processing is completed.

SAFEGUARDS:

Files are stored in filing cabinets accessible only to authorized personnel. Doors are locked and full-time security guards are employed after normal working hours.

RETENTION AND DISPOSAL:

On discharged personnel, record incorporated into administrative discharge file. Others retained for two years after completion of calendar year in which processed, then destroyed in accordance with the Navy and Marine Corps Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Judge Advocate or legal officer of the activity concerned.

NOTIFICATION PROCEDURE:

Requests should be addressed to the SYSMANAGER. Requester must be able to provide satisfactory identifying information.

RECORD ACCESS PROCEDURES:

Rules for access may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Warrant for arrest, service records, health records, civil court documents, law enforcement personnel and various DOD Agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MJA00005

SYSTEM NAME:

Financial Assistance/Indebtedness/ Credit Inquiry Files

SYSTEM LOCATION:

All Marine Corps activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Marines identified as owing debts and/or having dependents requiring financial aid.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name, rank, social security number, military occupational specialty, component, marital and dependency status and supporting documents pertaining to indebtedness, financial assistance and credit inquiries.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U. S. Code 5031

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Headquarters Marine Corps, commands and activities - Used by Marine Corps personnel in the execution of their offical duties in processing correspondence relating to financial assistance, credit inquiry or indebtedness.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Records are retrieved by name and social security number of the individual concerned.

SAFEGUARDS:

File accessible only to authorized personnel in the execution of their official duties. Maintained in locked building with full time duty personnel present during non-working hours.

RETENTION AND DISPOSAL:

Retained for two years and disposed of in accordance with Navy Marine Corps Records Disposal Instructions.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of activity concerned. See Directory of Department of Navy Mailing Addresses.

NOTIFICATION PROCEDURE:

Requests should be addressed to the SYSMANAGER. Requester must be able to provide satisfactory identifying information.

RECORD ACCESS PROCEDURES:

Rules for access may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Previous and current commanders, private individuals and commercial creditors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MJA00009

SYSTEM NAME:

Marine Corps Command Legal Files

SYSTEM LOCATION:

All Marine Corps commands whose commander or officer in charge has the authority to convene a special court-martial (See Title 10, U S Code 826 and List of Activities in the Directory of Department of the Navy Activities).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees of the Department of Defense or guests who have visited Marine Corps installations who have allegedly committed criminal offenses aboard a military installation or whose conduct has been subject to investigation.

Any Marine or Navy service member who is the subject of the disciplinary action under the provisions of the Uniform Code of Military Justice (Title 10, U S Code 801) who has been the subject of administrative discharge action pursuant to the provisions of Marine Corps Order P1900.16); or who has been the subject of an investigation (JAG Manual investigations) convened pursuant to the provisions of the Uniform Code of Military Justice or the

Manual of the Judge Advocate General (JAG Instruction 5800.7) or any other type of investigation or inquiry.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records of disciplinary proceedings, including courts-martial records and records of non-judicial punishments with supporting documents, military justice management information pre-post trial (e.g., courts-martial docketing logs, reports of cases tried, etc.), pre-disciplinary inquiries and investigations and documentation pertaining to post-hearing/trial review, clemency action, appellate leave or other personnel action related to or resulting from courts-martial, JAG Manual investigations pertaining to claims, line of duty misconduct determinations, command irregularities, and unusual incidents or accidents with supporting documentation and post-investigation review and actions. Inquiries made into incidents or situations which result in disbarment of an individual or firm from entry upon a military installation, referral to base traffic court or civilian, federal, state or local judicial or law enforcement authorities. Recommendations for administrative discharge with supporting documentation, including records of any hearing held and any review or other action taken with respect to the discharge recommendations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301; Title 10, U S Code 801, et. seq.; Title 18, U S Code 382

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Serves as a command historical file

In the case of courts-martial records serves as a public record.

Serves as the basis for taking appropriate action with respect to incidents which have been investigated or have been the subject of disciplinary action.

Serves as a source of information for military, federal other law enforcement authorities for taking action.

Serves as a management system for the military justice activities.

Members of Congress, officials of the Department of Defense, civilian law enforcement officials, General Accounting Office, other federal state or local agencies in the execution of their official duties in relation to inspections, investigations, legal action and administrative action.

Serves as a source from which information is provided to host foreign country officials re criminal activities by American nationals in foreign countries.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Files by name of service member involved or chronologically with cross-reference to individual involved.

SAFEGUARDS:

Records are kept in either locked cabinets or guarded or locked buildings.

RETENTION AND DISPOSAL:

Two years or as provided in the Manual of the Judge Advocate General (JAG Instruction 5800.7).

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the unit concerned. See Directory of Department of the Navy Activities for addresses. If unit not known, information may be obtained from Director, Judge Advocate Division, Headquarters, U S Marine Corps, Washington, D C 20380.

NOTIFICATION PROCEDURE:

Write or visit SYSMANAGER. If unit concerned cannot be determined, information may be sought from Director, Judge Advocate Division, Headquarters, U S Marine Corps, Washington, D C 20380. Provide full name, social security number and military status. Proof of identity may be established by military identification card or DD-214 and driver's license.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contest may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual concerned, witnesses to the incident in question or parties concerned therewith, officer investigating the incident, documents or items of real evidence, documents pertaining to the review, action or authorities charged with making a review or taking action.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MJA00010

SYSTEM NAME:

Unit Punishment Book

SYSTEM LOCATION:

All U S Marine Corps and U S Marine Corps Reserve units, whose commander has nonjudicial punishment authority (See 10, U S Code 815)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any enlisted Marine who is charged with a violation of the Uniform Code of Military Justice.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name, rank, social security number, military occupational specialty and unit of the individual, brief summary of the alleged offense including date, time and place. Acknowledgement of rights under Article 31, Uniform Code of Military Justice, and right to demand trial by Courts-Martial by the individual, record of specific punishment awarded or remarks as to disposition of charge. If punishment was awarded the individual will also acknowledge, in writing, his right to appeal.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U S Code 815; Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Referral sheet for evaluation of conduct. To provide a command historical record of nonjudicial punishments. To complete statistics on disciplinary trends. Officials and employees of the Naval Service, Department of Defense, members of congress and General Accounting Office in the execution of their official duties in relation to inspections, investigations, legal action.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in loose leaf binder.

RETRIEVABILITY:

Alphabetically by last name and by year.

SAFEGUARDS:

Access limited to those with a need-to-know. Records kept in a locked cabinet or in a room which is locked.

RETENTION AND DISPOSAL:

3 years, destroyed by burning at end of period.

SYSTEM MANAGER(S) AND ADDRESS:

Unit Commanders of U S Marine Corps or U S Marine Reserve units authorized to administer nonjudicial punishment.

NOTIFICATION PROCEDURE:

Write or visit SYSMANAGER If unit imposing punishment cannot be determined, information may be sought from Director, Judge Advocate Division, Headquarters, U S Marine Corps, Washington, D C 20380. Provide full name, social security number, and military status. Proof of identity may be established by military identification card or DD 214 and driver's license.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Verbal or written charge from individual subject to Uniform Code of Military Justice. Service record book of individual. Nonjudicial punishment hearing.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MJA00012

SYSTEM NAME:

Individual Accounts of Mail Order Clothing (bill file)

SYSTEM LOCATION:

Clothing Section (MAU), Direct Support Stock Control Branch, Materiel Division, Marine Corps Logistics Support Base, Atlantic, Albany, Georgia 31704

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

File pertains to all Marine Corps personnel, active, reserve and retired who have a requirement and are authorized clothing, textiles and other related supplies.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record includes individual's name, rank, SSN, military address, bill number, dollar amount of the shipment, shipping date and zip code.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

NAVCOMPT Manual, Part C, Collection and Reporting of Debts Due the United States.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Marine Corps Logistics Support Base, Atlantic, Albany, Georgia. To facilitate in a mechanized atmosphere the collection of information necessary to provide the capability of continued follow up on funds owed and due the U S Government through daily billing, cross referencing and processing of mail order clothing individual accounts.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Data is stored on magnetic tapes and computer paper printouts.

RETRIEVABILITY:

Data can be retrieved by account number, name and social security number.

SAFEGUARDS:

Computer printouts and source documents are retained in a single office accessible only to authorized personnel. Employees are properly trained in safeguarding information of a personal nature.

RETENTION AND DISPOSAL:

Computer records are retained until the bills are satisfied. Computer printouts and source documents are retained for a period of five years. Destruction of records is by mutilation.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding General, Marine Corps Logistics Support Base, Atlantic Albany, Georgia 31704.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Clothing Section (MAU), Direct Support Stock Control Branch, Materiel Division
Marine Corps Logistics Support Base, Atlantic
Albany, Georgia 31704
Telephone: Area Code 912/439 5837

RECORD ACCESS PROCEDURES:

Written requests from individuals should be addressed to Clothing Section (MAU), Direct Stock Control Branch, Materiel Division, Marine Corps Logistics Support Base, Atlantic, Albany, Georgia 31704.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records, contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Accounting records of the Clothing Section, Direct Support Stock Control Branch, Marine Corps Logistics Support Base, Atlantic, Albany, Georgia, supplemented with information from the employing activity of the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MJA00013

SYSTEM NAME:

Dishonored Personal Check Records and Withdrawal of Check Cashing Privileges Lists

SYSTEM LOCATION:

Each Appropriated and Non-Appropriated Fund Activity having authority to accept personal checks from authorized patrons. Located at Headquarters, U S Marine Corps and each major Marine Corps installation listed in MCO P5400.6G.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel, active and retired; their authorized dependents and dependents of deceased military retirees; Marine Corps Exchange employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

File Bulletins containing name, rank, social security number and expiration date of restriction of privileges and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301; Title 18, U S Code 13; Title 10, U S Code 801, et. seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose is to protect the activity from unnecessary losses and advise Commanders when a bad check offense has been committed by a patron. Used by Marine Corps employees tasked with verifying the information and authorized to cash checks as part of their official duties. Used also to notify Commanders of their personnel who have cashed bad checks. Used by Commanders to take action (administrative or criminal) deemed necessary in the exercise of their official responsibilities.

Information there from may be provided to federal, state or local law enforcement agencies.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Stored in Rolodex or other appropriate file in check cashing area. Published Bulletin is stored in directives system of organizations.

RETRIEVABILITY:

Alphabetical by name and social security number.

SAFEGUARDS:

Access limited. Secured in locked building during nonworking hours.

RETENTION AND DISPOSAL:

Destroyed when privileges are restored at the expiration of specified periods made known to the individual at the time privileges are revoked.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer of activity concerned. See Directory of Department of the Navy Mailing Addresses.

NOTIFICATION PROCEDURE:

Inquire in person at the individual check cashing activity or to the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Rules for access can be provided by the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Bad checks returned from the bank; notification from other Commands, Federal Bureau of Investigation, Naval Investigative Service or other state, local or Federal investigative agencies or Treasury Department.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MJA00014

SYSTEM NAME:

File of Confidential Statements of Employment and Financial Interests

SYSTEM LOCATION:

The Director, Judge Advocate Division, Headquarters, U S Marine Corps, Washington, D C 20380

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Senior Marine Corps officers whose fitness reports are written by the Commandant of the Marine Corps and who are required to file confidential statements of 'Employment and Financial Interests' (DD Form 1555) in accordance with DOD Directive 5500.7 of 8 August 1967.

CATEGORIES OF RECORDS IN THE SYSTEM:

The file contains copies of the 'Confidential Statements of Employment and Financial Interests' (DD Form 1555), reviews thereof, and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The forms are reviewed in the office of the Director, Judge Advocate Division for conflict of interest and then are kept on file along with any correspondence generated thereby for the purpose of insuring that the information relating to potential conflict of interest on the part of senior Marine Corps officers is available to the Commandant of the Marine Corps or his designees, GAO, and federal law enforcement officials.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folder.

RETRIEVABILITY:

Alphabetical

SAFEGUARDS:

The access to the files is limited. The files are kept in a locked safe during non business hours.

RETENTION AND DISPOSAL:

PerSecNav Disposal Manual

SYSTEM MANAGER(S) AND ADDRESS:

The Director, Judge Advocate Division, Headquarters, U S Marine Corps, Washington, D C 20380.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Director Judge Advocate Division
Headquarters, U S Marine Corps (Code JA)
Washington, D C 20380
Telephone: Area Code 202/694-2737.

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to: Commandant of the Marine Corps, Headquarters, U S Marine Corps (Code JA), Washington, D C 20380.

Written requests for information should contain the full name and grade of the individual concerned.

CONTESTING RECORD PROCEDURES:

The rules for contesting contests and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

DD Form 1555 submitted by individual concerned and correspondence from and to SYSMANAGER

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MJA00016

SYSTEM NAME:

Judge Advocate Division 'D' Files

SYSTEM LOCATION:

The Director, Judge Advocate Division, Headquarters, U S Marine Corps, Washington, D C 20380

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Marine Corps Judge Advocates currently on active duty, in a reserve capacity and those individuals who have been selected for accession into the Marine Corps as Judge Advocates or who are in the training cycle to become Judge Advocates.

CATEGORIES OF RECORDS IN THE SYSTEM:

The file contains correspondence from the Judge Advocates and prospective Judge Advocates regarding requests for personnel actions such as transfer, school assignment, etc. Additionally, the file contains information pertaining to judge advocate qualifications such as schooling results, commendatory matter and derogatory matter which bears on the assignment and other personnel matters relating to judge advocates.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The personnel of the Judge Advocate Division, officer and civilian alike as well as Marine Corps personnel responsible for assignment and other personnel actions respecting judge advocates utilize the material contained in this file for the purpose of making

decisions with respect to personnel actions pertaining to judge advocates.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

Alphabetical

SAFEGUARDS:

Access is limited.

The records are kept in file cabinets within a locked room.

RETENTION AND DISPOSAL:

PerSecNavRecordsDisposalManual

SYSTEM MANAGER(S) AND ADDRESS:

The Director, Judge Advocate Division, Headquarters, U S Marine Corps, Washington, D C 20380.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Director, Judge Advocate Division
Headquarters, U S Marine Corps (Code JA)
Washington, D C 20380
Telephone: Area Code 202/694-2737

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Director, Judge Advocate Division, Headquarters, U S Marine Corps (Code JA), Washington, D C 20380.

Written requests should contain the full name and grade of the individual.

CONTESTING RECORD PROCEDURES:

The agencies rules for contesting contents and appealing initial determinations by the individuals concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Individuals.

Service records of the individuals involved.

Staff Judge Advocates and Commanders of the individuals involved.

Schools from which the individuals have obtained their graduate or undergraduate degrees or currently in residence.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MJA00017

SYSTEM NAME:

Correspondence Branch, JA Division, HQMC Correspondence Control Files

SYSTEM LOCATION:

The Commandant of the Marine Corps (Code JAC), Headquarters, U S Marine Corps, Washington, D C 20380.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Marines or former Marines who have been the subject of correspondence from a member of Congress, a high level official in the Federal executive branch, parents of such an individual, individual Marines or members of the general public which correspondence concerns legal matters.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains the incoming correspondence, backup material used to respond to the correspondence, notes of the action officer and reply correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officers, enlisted men and civilian personnel of the Marine Corps and other DOD agencies who are interested in determining the history of and action taken with respect to a problem addressed in incoming correspondence category above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

Alphabetical by name of correspondent or name of Marine or former Marine who is the subject of the correspondence.

SAFEGUARDS:

Limited access on a need to know basis.

Maintained in a locked room.

RETENTION AND DISPOSAL:

PerSecNavRecordsDisposalManual

SYSTEM MANAGER(S) AND ADDRESS:

The Director, Judge Advocate Division, Headquarters, U S Marine Corps, Washington, D C 20380.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Director, Judge Advocate Division
Headquarters, U S Marine Corps (Code JAC)
Washington, D C 20380
Telephone: Area Code 202/694-2737

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Director, Judge Advocate Division, Headquarters, U S Marine Corps (Code JAC), Washington, D C 20380.

Written requests for information should contain the full name and grade of the individual.

CONTESTING RECORD PROCEDURES:

The agencies rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Drafter of incoming correspondence.

Service records of the Marine concerning whom correspondence is written.

Information furnished from the command of the Marine concerned.

Information furnished from other involved Marine Commands or individuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MJA00018

SYSTEM NAME:

Performance File

SYSTEM LOCATION:

The Director, Judge Advocate Division, Headquarters, U S Marine Corps, Washington, D C 20380.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

The file pertains to all members of the Marine Corps on active duty or in a reserve status who are under investigation, indictment, or in the process of a criminal proceeding by military or civilian authorities.

CATEGORIES OF RECORDS IN THE SYSTEM:

The file contains information pertaining to civilian and military criminal matters including investigative reports, documents indicating court proceedings have begun and/or are in progress and post trial or investigative matters. Material is kept only until the procedure is finalized whether by conviction, acquittal, dismissal of the matter or by it's being dropped.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Headquarters, U S Marine Corps personnel utilize this file in personnel management decisions. Such as determining the propriety of assignments, transfers of individuals or determining whether an individual who has been selected for promotion should be promoted or whether that promotion should be withheld during the pendency of the criminal proceeding.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

Alphabetical

SAFEGUARDS:

Access is limited.

The file folders are stored in the file cabinets which are stored in a locked room during non business hours.

RETENTION AND DISPOSAL:

PerSecNavRecordsDisposalManual

SYSTEM MANAGER(S) AND ADDRESS:

The Director Judge Advocate Division, Headquarters, U S Marine Corps, Washington, D C 20380.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Director Judge Advocate Division
Headquarters, U S Marine Corps (Code JA)
Washington, D C 20380
Telephone: Area Code 202-694-2737

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Director Judge Advocate Division, Headquarters, U S Marine Corps (Code JA), Washington, D C 20380.

Written requests for information should contain the full name and grade of the individual.

CONTESTING RECORD PROCEDURES:

The agencies rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Investigative records of arrest from civilian law enforcement sources.

Records of indictment or conviction from civilian law enforcement or judicial agencies.

Records of appeallate and other post trial procedures received from civilian law enforcement and judicial agencies.

Records indicating apprehension or investigation by military authorities received from individuals command or other military agencies, law enforcement or command.

Records of court-martial, pre court-martial and post court-martial activities relating to the individual received from the individuals command.

Records of administrative eliminative processes conducted by military authorities received from the individual's command.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMC00002

SYSTEM NAME:

Working Files, Inspection Division, Headquarters, U S Marine Corps

SYSTEM LOCATION:

Headquarters, U S Marine Corps, Washington, D C 20380

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of the U S Marine Corps and Marine Corps Reserve; former members of the Marine Corps and Marine Corps Reserve; retired and temporarily retired members of the Marine Corps and Marine Corps Reserve; and members of the Fleet Marine Corps Reserve.

Military personnel

Dependents of Marines and other family members with respect to matters pertaining to the individual Marine or former Marine.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains information pertaining to identification, recruitment, enlistment, prior service, assignment, location addresses, promotions, reductions in rank, performance of duty, discipline, offenses and punishments under the Uniform Code of Military Justice, courts-martial, personal history, investigations, police and court records, civil arrests and convictions, official correspondence (includes internal Marine Corps and Department of the Navy correspondence, as well as correspondence with the Executive and Legislative branches of the federal government) and other correspondence (includes correspondence from Marines, their dependents and families, attorneys, doctors, educators, clergymen and members of the general public whether addressed directly to the Marine Corps or via third parties (president, congressmen, etc.))

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Inspection Division, Headquarters, U S Marine Corps. To facilitate and expedite responses to inquiries and correspondence from members of Congress, military personnel, and members of the general public. Such inquiries and correspondence routinely relate to allegations pertaining to request mast, maltreatment at Recruit Depots, and harassment.

Marine Corps commands. By officials and employees of the Marine Corps in the execution of their official duties as relates to the preparation of information upon which to base replies to members of Congress, Secretary of the Navy, relatives and members of the general public.

Department of Defense and its Components. By officials and employees of the Department in the performance of their official duties in connection with military personnel management.

Congress of the U S By the Senate or the House of Representatives of the U S or any Committee or subcommittee thereof on matters within their jurisdiction requiring disclosure of the files of the system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper files as represented by card files and file folders. Files are stored in five drawer filing cabinets.

RETRIEVABILITY:

Files are accessed and retrieved by the name and card file number.

SAFEGUARDS:

Building where files are stored and maintained employs 24 hour security guards. Records are further stored in areas of controlled access and handled by personnel with a need-to-know in the execution of their official duties.

RETENTION AND DISPOSAL:

Congressional, military and civilian inquiry files are retained three years, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps, Headquarters, U S. Marine Corps, Washington, D C 20380.

NOTIFICATION PROCEDURE:

Information may be obtained from:
The Commandant of the Marine Corps
(Code IGA)
Headquarters, U S Marine Corps
Washington, D C 20380
Telephone: Area Code 202/694-1324

RECORD ACCESS PROCEDURES:

Requests from individuals desiring information may be addressed to: The Commandant of the Marine Corps (Code IGA), Headquarters, U S Marine Corps, Washington, D C 20380. However, final determination as to whether any information will be released or made available will be controlled by the SYSMANAGER.

Written requests for information should contain the full name of the individual and his social security number or former military service number. The following information will also be helpful in locating some records: Military rank and occupational specialty, dates and places of service, and any special correspondence previously received or sent.

For personal visits, an individual may visit the Inspection Division, Headquarters, U S Marine Corps, Federal Building ¿2, Washington, D C 20380. However, final determination as to whether any information will be released or made available will be controlled by the SYSMANAGER.

For personal visits, the individual should be able to provide personal identification to include valid military or dependent identification card or two valid civilian items of identification, such as driver's license, social security card, medicare card, etc.

CONTESTING RECORD PROCEDURES:

The Marine Corps rules for contesting contents and appealing initial determinations may be obtained from the Commandant of the Marine Corps (Code IG), Headquarters, U S Marine Corps Washington, D C 20380.

RECORD SOURCE CATEGORIES:

Information in the system is obtained from the Marine Corps Manpower Management System; the Joint Uniform Military Pay System; Marine Corps Military Personnel Records to include the Service Record Book and Officer Qualification Record; Military Medical Records; Staff elements and subdivisions of Headquarters, U S Marine Corps; Marine Corps field commands, organizations and activities; other components of the Department of Defense; Agencies of Federal, State and local government; private citizens provided as character references by the individual; investigations related to disciplinary proceedings; and correspondence of private citizens addressed directly to the Marine Corps or via third parties such as members of Congress and other governmental agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMC00003

SYSTEM NAME:

Activity Check In/Check Out File

SYSTEM LOCATION:

May be located at any U S Marine Corps or U S Marine Corps Reserve activity.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All members of the activity.

CATEGORIES OF RECORDS IN THE SYSTEM:

Date reported and verification of check-in - check-out procedure.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Command, administrative and supply personnel to ensure individuals are appropriately entered with all unit records and as a safeguard against unit members being discharged or transferred without turning in property belonging to this unit or without being dropped from appropriate unit records.

Officials and employees of the Naval Service and General Accounting Office in the execution of their official duties in relation to inspections, investigations, legal action.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

On paper in files or on clipboard.

RETRIEVABILITY:

Alphabetically by last name.

SAFEGUARDS:

Access limited to activity personnel in the performance of their official duties.

After working hours the office and building are locked. A guard is located in the general vicinity.

RETENTION AND DISPOSAL:

Retained for 6 months after action has been completed.

SYSTEM MANAGER(S) AND ADDRESS:

Activity commander.

NOTIFICATION PROCEDURE:

Write or visit SYSMANAGER Provide full name, social security number, and military status. Proof of identity may be established by military identification card or DD-214 and driver's license.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Service records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMC00004

SYSTEM NAME:

Adjutant Services Section Discharge Working Files

SYSTEM LOCATION:

Adjutant Services Section, Marine Corps activities

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members and former members of the Marine Corps and Marine Corps Reserve. Some information about dependents and other members of families or former families of Marine Corps personnel may be included in files pertaining to the Marine. Inquiries from the general public, whether addressed directly to Base or received via a third party, may be retained together with information obtained in the course of completing required action or in preparing a response.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain information pertaining to identification; prior service; location and addresses; prior and present marital status, dissolution of prior marriages, birth and death status, adoption of children, financial responsibility, child support, medical information, personal financial records, residence, basic allowance for quarters, leave and liberty, financial assistance, extensions of emergency leave, medical bills and determinations of dependency status as pertain to hardship discharges; investigative reports, prior and present

disciplinary status, financial responsibility, conduct and personal history, medical information, police reports, correction of naval records, veterans rights, benefits and privileges, preseparation counseling and civil readjustment as they pertain to unsuitability, unfitness and misconduct discharges; financial status, college acceptance and residence as they pertain to early separation to attend college or trade school; religious beliefs and practices pertaining to applications for conscientious objector status; official correspondence (includes correspondence with Marine Corps commands and organizations, other Armed Services, the White House, members of Congress, Department of Defense, and other agencies of federal, state and local governments); other correspondence (including correspondence from Marines, their families, attorneys, doctors, clergymen, administrators/executors/guardians of estates, American Red Cross and other welfare agencies and the general public, whether addressed directly to the Marine Corps or via third parties); internal routing and processing of discharge matters; and records of interviews and telephone conversations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U. S. Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To facilitate administration of programs concerning the discharge or separation of Marines; correction of naval records; veterans rights, benefits and privileges; support of dependents; personal affairs, welfare and family assistance; preseparation counseling and civil readjustment.

To facilitate preparation and maintain a record of discharge processing and other communications from staff sections within Base Headquarters; Marine Corps commands and organizations; other Armed Services; the White House, Members of Congress; Department of Defense; other agencies of federal, state and local governments; Marines, their families, attorneys, doctors, clergymen, administrators/executors/guardians of estates; American Red Cross, and other welfare agencies and the general public.

To provide a record of decisions and actions taken.

By officials and employees of the Marine Corps and Marine Corps Reserve in the performance of their official duties in the administration of programs relating to the discharge matters cited above.

By officials and employees of the Department of the Navy, Department of Defense, and other government agencies in the performance of their official duties related to discharge and separation processing.

By government agencies or private organizations under Government contract to perform analytical and historical research pertaining to discharges and separations.

By intelligence and other Government agencies assisting in the investigation of deserters and absentees.

By Marines, former Marines, their next of kin, or persons or organizations designated by them in writing for whatever purpose access to the record is desired.

Information obtained, developed, or processed by the Base Discharge Section in performing functions related to this record system may be entered into the Marine Corps Manpower Management System and the Marine Corps Military Personnel Records System.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and card files stored in filing cabinets, shelves, tables and desks.

RETRIEVABILITY:

Files are accessed and retrieved by individual. Identification of individual is by name and social security number.

SAFEGUARDS:

Building is located in base area with area guard. Outside and inside doors are locked after working hours and patrolled by Duty NCO. Access to information contained in the files is limited to officials and employees of Base Headquarters acting in their official capacity upon demonstration of a need-to-know.

RETENTION AND DISPOSAL:

Files are retained two years and destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer of activity concerned. See Directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Correspondence pertaining to files maintained should be addressed to the Sysmanager

Correspondence should contain the full name, social security number and signature of the requester. The individual may visit the above location for review of files. Proof of identification may consist of the active, reserve, retired or dependent identification card, the Armed Forces Report of Transfer or Discharge (DD-214), discharge certificate, driver's license, social security card or by providing such other data sufficient to ensure the individual is the subject of the inquiry.

RECORD ACCESS PROCEDURES:

Information may be obtained from the Sysmanager.

CONTESTING RECORD PROCEDURES:

The section's rules for access to files and for contesting and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Marine Corps Manpower Management System

Joint Uniform Military Pay System

Marine Corps Military Personnel Records System

Marine Corps Deserter Inquiry File

Staff agencies and subdivisions of Headquarters, U S Marine Corps

Marine Corps commands and organizations

Other agencies of federal, state and local governments

Educational institutions

Medical reports and psychiatric evaluations

Financial institutions and other commercial enterprises

Civil courts and law enforcement agencies

Correspondence and telephone calls from private citizens initiated directly to the Marine Corps or via the U. S. Congress and other agencies

Investigative Reports

American Red Cross and similar welfare agencies

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

MMC00005

SYSTEM NAME:

Insurance Files

SYSTEM LOCATION:

Marine Corps Activities

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Insurance salesman requesting authority to do business at Marine Corps Activities

CATEGORIES OF RECORDS IN THE SYSTEM:

A record of the certification of authority to solicit insurance, mutual funds, investment plans, and securities

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U. S. Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by Insurance Officer to maintain control of insurance sales in accordance with SECNAVINST 1740. : Provide reference to agents who have requested authority to do business at Marine Corps activities and the disposition of such requests including any information in support of denial of such authorizations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Files in alphabetical order by company name. Conventional indices are required for retrieval.

SAFEGUARDS:

Maintained in locked building.

RETENTION AND DISPOSAL:

Maintained as long as active. If inactive, disposed of after two years by discard into military trash system. Not transferred.

SYSTEM MANAGER(S) AND ADDRESS:

Local Commanding Officers

NOTIFICATION PROCEDURE:

Address requests to SYSMANAGER or visit the office; Military ID or other suitable identification is required.

RECORD ACCESS PROCEDURES:

An individual can call for an appointment with the activity insurance representative for personal assistance or forward a written request for the required information.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is supplied by the insurance companies and salesman involved.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMC00007

SYSTEM NAME:

Inspection of government property assigned to individual

SYSTEM LOCATION:

Organizational elements of the U.S. Marine Corps as listed in the Directory of Department of the Navy activities mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Inspection of Government Property

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, badge number, and government property assigned to individual

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U. S. Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To show loss or deterioration of clothing and equipment

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File

RETRIEVABILITY:

Name

SAFEGUARDS:

Building locked at night - locked cabinet

RETENTION AND DISPOSAL:

Until separation

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer of the activity in question. See Directory of Department of the Navy activities mailing addresses.

NOTIFICATION PROCEDURE:

Information may be obtained from the Sysmanager

RECORD ACCESS PROCEDURES:

Written requests from the individual should be addressed to the Sysmanager.

Written requests for information should contain the full name of the individual and his social security number or former military service number. The following information will also be helpful in locating some records: Military rank and occupational specialty, dates and places of service, and any special correspondence previously received or sent.

For personal visits, the individual should be able to provide personal identification to include valid military or dependent identification card or two valid civilian items of identification such as driver's license, social security card, medicare card, etc.

CONTESTING RECORD PROCEDURES:

The Marine Corps rules for contesting contents and appealing initial determination may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Inspection of property and clothing

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMC00008

SYSTEM NAME:

Message Release/Pickup Authorization File

SYSTEM LOCATION:

Marine Corps activities

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel authorized to release/pickup message traffic.

CATEGORIES OF RECORDS IN THE SYSTEM:

OPNAV Form 2160-5 (Message Release/Pickup Authorization)

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To allow Comm Center personnel to determine who is authorized to release/pickup messages for the commands; used to compare specimen signature on card with the signature on the message to be released; used by Comm Center employees in the execution of their assigned duties.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Cards are filed in a card file within the Communication Center

RETRIEVABILITY:

Alphabetically by name.

SAFEGUARDS:

Located in a secure space within the Comm Center, which is manned on a 24-hour basis.

RETENTION AND DISPOSAL:

Retained until individual is replaced or authorization is revoked by proper authority; then destroyed by burning or shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Local commanding officers. See Directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Request information from the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Rules for access may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Organizations, departments, sections authorized to release/pickup messages for the command.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMC00009

SYSTEM NAME:

Narrative Biographical Data with Photos (NAVMC Form 10573)

SYSTEM LOCATION:

Primary System - Headquarters, U S Marine Corps, Washington, D C 20380. All Marine Corps commands and districts maintain derivative files.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Marine Corps active duty, reserve, and retired general officers and active duty colonels who submit biographical data with photographs in accordance with existing directives.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain standard biographical information as listed on NAVMC Form 10573 to include: personal identification, personal data, education background, military history, medals and decorations, combat, and chronology of Marine Corps service. A current photograph accompanies the file.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Headquarters, U S Marine Corps and Marine Corps commands, activities and organizations - To make routine news releases such as assignments and promotions; to provide background data in response to news media queries; to provide background information on the individual officer prior to speaking engagements or appearances at public events in which the officer is scheduled to appear; to provide internal release of information as required.

Department of Defense and its components - By officials and employees of the Department in the performance of their official duties.

Congress of the U S - By the Senate or the House of Representatives of the U S or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

News Media - To provide biographical information in response to query.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of officer.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Biographical information is maintained on all general officers while on active duty. When a general officer retires, the biographical data is retained for five years after the date of the individual officer's retirement and retained by the Historical Division (Code HD), Headquarters, U S Marine Corps, Washington, D C 20380.

Biographical files are maintained on colonels while on active duty. Upon retirement of the officer, colonel biographical files are retained by Historical Division (Code HD), Headquarters, U S Marine Corps, Washingotn, D C 20380.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380 or commander of unit holding file.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Commandant of the Marine Corps (Code PAC), Headquarters, U S Marine Corps, Washington, D C 20380.

Written requests to determine whether or not the system contains a record about an individual should contain the full name of the general officer or colonel concerned.

Visits are limited to Division of Information (Code PAC), Headquarters, U S Marine Corps, Washington, D C 20380.

For personal visits, the individual should be able to provide some acceptable identification, such as a military identification card, and give some verbal information that could be verified with his 'case' folder.

RECORD ACCESS PROCEDURES:

Information may be obtained from the Commandant of the Marine Corps and the commander of the unit holding the file.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Biographical data provided by the individual general/colonel and from personnel files.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00001

SYSTEM NAME:

Absentee Processing and Deserter Inquiry File

SYSTEM LOCATION:

Primary System - Absentee and Deserter Section, Manpower Plans and Policy Division, Manpower Department (Code MP), Headquarters, U. S. Marine Corps, Washington, D.C. 20380.

Decentralized Segments - U. S. Marine Corps commands to which the absentee

or deserter is assigned for duty or administration of official records. See the organizational elements of the U. S. Marine Corps as listed in the Director of the Department of the Navy Mailing Addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Marine Corps Absentees and deserters; Marines in hands of civil authorities foreign and domestic; Marines who fail to comply with orders to new duty stations; suspected and convicted absentees and deserters who have returned to military control.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains personal identification data, parent command, notations of arrests, nature and dispositions of crimanal charges, and other pertinent information which is necessary to monitor, control and identify absentees and deserters.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Internal:

Headquarters, U. S. Marine Corps, Marine Corps commands, activities, and organizations - To coordinate the identification, apprehension and return of Marine absentees and deserters in accordance with current regulations. To record and monitor deserter/ absentee cases entered into the National Crime Information Center's Wanted Persons File; to monitor and assign absentees upon their return to military control; to ensure that absentees are formally charged in accordance with the Uniform Code of Military Justice prior to expiration of the Statute of Limitations; to monitor Marine absentees and deserters believed to be located in foreign countries; to monitor Marines who have failed to comply with permanent change of station (PCS) orders or orders to travel and report without escort; to insure correspondence pertaining to absentees and deserters received by the Marine Corps is processed in a timely manner; to insure that appropriate action is taken within the Manpower Management System to join or drop absentees to desertion; to provide periodic management reports concerning absentees and deserters as directed by higher authority.

External:

The Department of Defense - To coordinate with the other components of the Department of Defense as may be required to report, identify, apprehend and return Marine absentees and deserters to Marine Corps control.

Comptroller General of the U S - To respond to the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to Marine Corps Manpower Management Programs.

The Attorney General of the U S - To coordinate with the Attorney General or his authorized representatives in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice as carred out as the legal representative of the Executive Branch.

Civilian Law Enforcement Agencies - To coordinate with appropriate federal, state, and local law enforcement agencies as may be required to report, identify, apprehend and return Marine absentees and deserters to Marine Corps control.

Courts - To respond to court orders in connection with matters before a court.

Congress of the United States - To respond to inquiries of the Senate or the House of Representatives of the United States or any committee or subcommittee thereof or any joint committee or joint subcommittee of the Congress on matters within their jurisdiction as may be requested of the Marine Corps.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored on magnetic tapes and disks, microform and file folders.

RETRIEVABILITY:

Records may be accessed by name and social security number.

SAFEGUARDS:

Building employs security guards. Computer terminals and records are located in areas acessible only to authorized personnel that are properly screened, cleared and trained. Use of terminals requires knowledge of passwords.

RETENTION AND DISPOSAL:

Records vary in the period of time retained. Records on magnetic tapes and disks are destroyed by erasing after disposition of the individual's case. Paper records are maintained only as long as necessary to transfer information to the official personnel record, then they are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps (Code MP), Headquarters, U S Marine Corps, Washington, D C 20380

NOTIFICATION PROCEDURE:

Information may be obtained from:
The Commandant of the Marine Corps
(Code MP)
Headquarters, U S Marine Corps
Washington, D C 20380
Telephone: Area Code 202/694-2927

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: The Commandant of the Marine Corps (Code MP), Headquarters, U S Marine Corps, Federal Office Building ¢2, Washington, D C 20380.

Written requests for information should contain the full name of the individual, date and place of birth, social security number and signature.

For personal visits, the individual should be able to provide military identification card, driver's license or other type of identification bearing picture or signature or by providing verbal data sufficient to insure that the individual is the subject of the inquiry.

CONTESTING RECORD PROCEDURES:

The rules for contesting contents and appealing initial determinations may be obtained from the Commandant of the Marine Corps (Code JA), Headquarters, U S Marine Corps, Washington, D C 20380

RECORD SOURCE CATEGORIES:

Information in the system is obtained from the Marine Corps Military Personnel Records; from the individual's commanding officer, officer-in-charge, federal, state and local law enforcement agencies, lawyers, judges, Members of Congress, relatives of the individual and private citizens, the Veteran's Administration and the individuals themselves.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

MMN00002

SYSTEM NAME:

Listing of Retired Marine Corps Personnel

SYSTEM LOCATION:

The Commandant of the Marine Corps
Headquarters, U S Marine Corps
Washington, D C 20380

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All retired members of the Marine Corps, including those former Marines in the receipt of disability benefits from the Veteran's Administration.

CATEGORIES OF RECORDS IN THE SYSTEM:

The system is a microfiche listing derived from automated sources, depicting the retiree's name, Social Security Number, grade, mailing address and retirement component code.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U S Code Section 5201

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Marine Corps - For making necessary identification of retired members in the performance of their official duties related to retirement and veterans affairs programs, benefits, entitlements, transportation, hospitalization, education, dependent affairs, etc.

Department of Defense and its Components - By officials and employees of the Department in the performance of their official duties.

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly with the purview of said court.

Congress of the U S - By the Senate or House of Representatives of the U S or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

Leatherneck Magazine and Marine Corps Gazette - For maintaining their mailing lists of subscribers to these semi-official, professional publications.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Controlled distribution microfiche listing. Stock copies maintained in locked room.

RETRIEVABILITY:

Listings in alphabetical order, with officer personnel listed separate from enlisted personnel.

SAFEGUARDS:

Building employs security guards. Distribution is strictly controlled.

RETENTION AND DISPOSAL:

Destroyed upon being superceded by updated monthly listing.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

NOTIFICATION PROCEDURE:

Request by correspondence should be addressed to the Commandant of the Marine Corps (Code MS), Headquarters, U S Marine Corps, Washington, D C 20380. The letter should contain the full name, Social Security Number and signature of the requester.

The individual may visit Headquarters, U S Marine Corps, Columbia Pike & Arlington Ridge Road, Arlington, Virginia, Room 1206. Proof of identification may consist of his active, reserve or retired identification card, his Armed Forces Report of Transfer or Discharge (DD214), his discharge certificate, his driver's license or by providing such other data sufficient to insure that the individual is the subject of the inquiry.

RECORD ACCESS PROCEDURES:

Information may be obtained from:
Commandant of the Marine Corps
Headquarters, U S Marine Corps
Columbia Pike & Arlington Ridge Road
Arlington, Virginia 20380
Telephone Area Code 202/694-1043

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Staff agencies and subdivisions of Headquarters, U S Marine Corps
Veterans Administration

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00004

SYSTEM NAME:

Marine Corps Club Records

SYSTEM LOCATION:

Decentralized Segments - Records maintained by Marine Corps Clubs at organizational elements of the Marine Corps as listed in the Directory of the Department of the Navy Mailing Addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Officer personnel who elect officer club membership, staff noncommissioned officer personnel who elect staff noncommissioned officer club membership and patrons of consolidated package stores who purchase alcoholic beverages.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains nonstandardized, locally produced record listing name, grade, social security number, military address, duty telephone number and dependent information.

Alcoholic purchase records contain name, grade, social security number, and the alcoholic beverage purchased by type, name brand, and quantity.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Marine Corps clubs and mess management personnel routinely use personal information for billing of customers and forwarding of club related informational material to its members.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

All information of a personal nature is recorded and stored in cabinet drawers or other record keeping devices.

RETRIEVABILITY:

Is by name and/or social security number.

SAFEGUARDS:

Include normal security afforded unclassified file materials.

RETENTION AND DISPOSAL:

Data on club membership is retained as long as the member is active and disposed of when membership is terminated. Data on alcoholic purchases is retained for a period as specified by the local command, but in no case for a period in excess of two years from date of purchase.

SYSTEM MANAGER(S) AND ADDRESS:

Decentralized - The local commanding officer is responsible for the operation of clubs aboard his base/activity.

NOTIFICATION PROCEDURE:

Request by correspondence should be addressed to the commanding officer of the activity having custody of the records.

RECORD ACCESS PROCEDURES:

Rules of access may be obtained from the SYSMANAGER

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Data collected from each applicable individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00005

SYSTEM NAME:

Marine Corps Education Program Applicant/Participant Information File

SYSTEM LOCATION:

Primary system - Headquarters, U S Marine Corps (Code OTTI), Washington, D C 20380.

Secondary system - Local activity or command to which individual is assigned (See list of activities in Navy Standard Distribution List OPNAV PO9B3-107).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Marine Corps personnel who have submitted written applications for participation in full-time, tuition assistance, off-duty, PREP, or other voluntary education programs.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains copies of individual's applications for participation in an education program; copies of correspondence between the Marine Corps, the individual and academic institutions involved; copies of academic transcripts; miscellaneous academic records and correspondence; test results; previous enrollments and disenrollments; and educational qualification data addressing the individual concerned.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Headquarters, U S Marine Corps and Marine Corps commands, activities and organizations - By officials and employees of the Marine Corps in matters relating to their assigned duties in connection with educational and vocational counseling, recommendation, evaluation, selection and assignment. Also in the management and control of various educational and vocational programs attended by Marine Corps personnel.

Department of Defense and it's Components - By officials and employees of the Department in the performance of their official duties.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representatives of the U S or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

Educational Institutions - By officials and employees of those educational institutions to which the individual applies or which the Marine Corps contracts with, to provide full-time, off-duty or other educational programs.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper files as represented by card files, listings, log books, computer printouts, rosters and file folders stored in filing cabinets.

RETRIEVABILITY:

Filed alphabetically by last name; by educational institution, educational program or unit of assignment. Cross referenced by SSN

SAFEGUARDS:

Records are maintained in limited access working areas and are made available to persons other than the individual addressed only on a strict 'need-to-know' basis. After duty hours storage areas are locked.

RETENTION AND DISPOSAL:

Records are maintained a maximum of three years and then destroyed. In instances where individual completes a program in less than three years, with no incurred service obligation, records are destroyed on program completion or transfer of individual from command maintaining record.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commandant of the Marine Corps
Headquarters, U S Marine Corps (Code OTTI)
Washington, D C 20380
Telephone: Area Code 202/694-2109

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the commander of the activity to which they are assigned for duty. Activity addresses are contained in the Navy Standard Distribution List (OPNAV PO9B3-107).

Requests from individuals who have made written application for the Special Education Program (SEP), Advanced Degree Program (ADP), Funded Legal Education Program (FLEP), College Degree Program (CDP), Marine Enlisted Commissioning Education Program (MECEP), Navy Enlisted Scientific Education Program (NESEP), Staff NCO Degree Completion Program (SNCODCP), or Marine Associate Degree Completion Program (MADCOP) should be addressed to the Commandant of the Marine Corps, Headquarters, U S Marine Corps (Code OTTI), Washington, D C 20380.

Written requests for information should contain name of the individual, current address and telephone number, and the academic program originally requested or in which participated.

For personal visits, the individual should provide personal identification.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Application and related documents including correspondence from the individual requesting an education program; correspondence originating in the Educational Services Branch or other Headquarters Marine Corps Staff Agencies; academic transcripts from educational institutions; and educational selection board results.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00006

SYSTEM NAME:

Marine Corps Military Personnel Records (OQR/SRB)

SYSTEM LOCATION:

PRIMARY SYSTEM - The Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Decentralized Segments - Custody of the commanding officer of the organization to which the Marine officer or enlisted individual is assigned for duty or administration of official records (OQR/SRB).

Decentralized Segments - National Personnel Records Center, 9700 Page Blvd., St. Louis, Missouri 63132

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Headquarters, U.S. Marine Corps official military personnel records on Marine officers consist of a copy of the appointment acceptance and record and all supporting documents furnished by the officer and generated by Marine Corps procurement procedures necessary to evaluate the individual for a commission in the Marine Corps or Marine Corps Reserve. The system comprises non-automated records reflecting information pertaining to a Marine officer's identification, personal history, marital and dependency status, education, aptitude testing, training, previous employment, records of civil offenses and arrests, appraisals of performance and potential, awards, duty assignments, military orders, security clearances, promotion warrants, official photographs, official correspondence, physical examinations, psychiatric evaluations, record of courts-martial, martial and other disciplinary matters, and other data needed in managing the officer personnel of the Marine Corps and Marine Corps Reserve.

Headquarters, U.S. Marine Corps official military personnel records on enlisted Marines consist of a duplicate enlistment contract or induction record and all supporting documents furnished by the enlisted Marine or generated by the Marine Corps recruiting procedures necessary to evaluate and approve the Marine for enlistment in the Marine Corps or Marine Corps Reserve. The system comprises non-automated records reflecting information pertaining to an enlisted Marine's identification, personal history, marital and dependency status, education, aptitude testing, training, previous employment, records of civil offenses and arrests, appraisals of performance and potential, awards, duty assignments, military orders, security clearances, promotion warrants, official photographs, official correspondence, physical examinations, psychiatric evaluations, record of courts-martial and other disciplinary matters, and other data needed in managing the enlisted personnel of the Marine Corps and Marine Corps Reserve.

Officer Qualification Record (OQR) is a field record of a Marine Officer which accompanies the officer throughout the various assignments of service with the Marine Corps or Marine Corps Reserve. Maintenance and custody of the OQR rests with the commanding officer of the organization to which the Marine officer is assigned for duty or administration of records. This record consists of the original appointment acceptance and record and non-automated records reflecting information pertaining to the officer's identification, marital and dependency status, education, aptitude testing, training, awards, chronological duty assignments, military orders and memoranda, security clearance, promotions, official photographs, official correspondence, prior separation documents (DD Form 214), leave and earnings statements, periodic print-outs of automated record contents, records of courts-martial and other disciplinary matters and any local orders or memoranda necessary for utilization of the Marine officer's background and experience in accomplishing the mission of the command.

Enlisted Service Record Book (SRB) is a field record of an enlisted Marine which accompanies the enlisted Marine throughout the various assignments of service with the Marine Corps or Marine Corps Reserve, maintenance and custody of the SRB rests with the commanding officer of the organization to which the enlisted Marine is assigned for duty or administration of records. This record consists of the original enlistment contract or record of induction and non-automated records furnished by the enlisted Marine or the recruiting procedures in effecting the enlistment or induction of the Marine. This record reflects information pertaining to the Marine's identification, marital and dependency status, education, aptitude testing, training, awards, chronological duty assignments, duty and conduct evaluations, seucrity clearance, promotions, official photographs, official correspondence, prior separation documents (DD Form 214), Leave and Earnings statements, periodic print-outs of automated record content, courts-martial and other disciplinary matters, any other local military orders or memoranda necessary for the utilization of the Marine's background and experience in accomplishing the mission of the command.

CATEGORIES OF RECORDS IN THE SYSTEM:

Headquarters, U.S. Marine Corps, Official Military Personnel Records on Marine officers and enlisted are retained and maintained at Headquarters, U.S. Marine Corps, Washington, D.C. 20380 from acceptance/enlistment/ induction to complete severance from the Marine Corps and the Marine Corps Reserve by retirement or discharge.

OQR/SRB's are retained and maintained by the commanding officer of the Marine Corps or Marine Corps Reserve field command to which the Marine is assigned.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Marine Corps and Marine Corps Reserve in the performance of their official duties relating to management of per sonnel resources; screening and Selection for promotion, training and educational programs; administration of appeals, grievances, discipline, litigations and investigations adjudication of claims, benefits and entitlements; administration and management of retirement and veterans affairs programs, and, the providing of requested information from the records to the Veterans Administration, Social Security Administration, Selective Service System, National Guard, Public Health Service (HEW), U.S. Coast Guard, Immigration and Naturalization Service, Treasury Department, Department of Labor, Department of State, General Accounting Office and State Bonus Bureaus in connection with such functions as processing and adjudication of claims, updating of records, administration of work programs, processing naturalization

proceedings and verification of eligibility and entitlement to various benefits and programs.

Officials and employees of other components of DoD in the performance of their official duties relating to screening and selection of members for interservice transfer; procedures for appeals for correction of service records; reviews of discharges from the service; physical evaluations; research analyses; litigations and investigations; clemency and awards reviews and evaluations.

By representatives of the Office of Personnel Management in connection with evaluation of prospective federal employees.

By court order in connection with matters before a federal, state or municipal court.

By the Comptroller General or his representatives in the course of the perfor mance of duties relating to decisions or procedures by the General Accounting Office on manpower management programs.

By agents of the Federal Bureau of Investigation, Secret Service and Office of Naval Intelligence in connection with matters under the jurisdiction of these investigative bodies upon presentation of credentials.

By private organization under government contract to perform random analytical research into specific aspects of military personnel management and administrative procedures.

By investigative, security and law enforcement agents of federal agencies who have submitted written requests for access to Marine Corps military personnel records with justification thereof as pertaining to the conduct of government business under their respective jurisdictions and providing the names of specified agents having a need for such access.

By state and county law enforcement bodies processing applications for employ ment, when applicants have given written authorization for access to respective military personnel records.

By officials and employees of the National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 63132 acting as agent for Headquarters, U.S. Marine Corps in storage and processing of Marine Corps records maintained by that center.

By a Marine or former Marine or such individual(s) designated by him/her in writing for whatever purpose access to or release of their respective records is desired.

By the White House, Secretary of Defense, Secretary of the Navy, and members of Congress in response to inquiries regarding individual Marines.

To provide information to another agency or to an instrumentability of any governmental jurisdiction within or under the control of the United States which has been authroized by law to conduct law enforcement activities pursuant to a request that the agency or instrumentability initiate criminal or civil action against an individual on behalf of the U.S. Marine Corps, the Department of the Navy, or the Department of Defense.

To provide information to individuals pursuant to a request for assistance in a criminal or civil action against a member of the U.S. Marine Corps, by the U.S. Marine Corps, the Department of the Navy, or the Department of Defense.

By officials and employees of the American Red Cross and Navy Relief Society in the performance of their duties. Access will be limited to those portions of the member's record required to effectively assist the member.

By officials and employees of the Office of the Sergeant at Army of the U.S. House of Representatives in the performance of official duties related to the verification of Marine Corps service of Members of Congress. Access will be limited to those portions of the member's record required to verify service time, active and reserve.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies. State, local, and foreign (within Status of Force agreements) law enforcement agencies or their authorized representatives in connection with litigation of such agencies.

To the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or any subcommittee of joint committee on matters within their jurisdiction requiring disclosure of files.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored on paper in file folders and on microfiche.

RETRIEVABILITY:

The records at Headquarters, U.S. Marine Corps (all active and reserve officer records, all temporary disability retired records, all active and organized reserve and Fleet Marine Corps reserve enlisted records of personnel joined/transferred to these components subsequent to 30 June 1974, all former Commandants all living retired officers (who served in a General Officer grade, records of all personnel separated/retired four months or less) are retrieved by social security number (SSN) and name. Except for OQR's and SRB's of participating members, all other categories of Marine Corps military personnel records are maintained at the National Personnel Records center, St. Louis, Missouri. Those retired to St. Louis prior to 1 January 1964 and/or those with military service numbers (MSN) below 1800000 are retrieved by MSN and name. All other Marine Corps records retired to St. Louis are accessed by MSN and/or SSN, name and are assigned a Registry Number. These records are retrieved by Registry Number.

SAFEGUARDS:

Buildings employs security guards, records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are permanent. Records maintained at Headquarters, U.S. Marine Corps are transferred to the National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 63132 four months after separation, place ment on the Permanent Disability Retired List, retirement, retirement from Fleet Marine Corps Reserve, death of an officer who served in a General Officer grade and former Marines no longer considered of newsworth status.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps, Headquarters, U. S. Marine Corps, Washington, D.C. 20380

NOTIFICATION PROCEDURE:

Correspondence pertaining to records maintained by Headquarters, U.S. Marine Corps should be addressed to:

Commandant of the Marine Corps
(Code MS)
Headquarters, U.S. Marine Corps
Washington, D.C. 20380
Telephone: Area Code 202/694-1043

Correspondence pertaining to records maintained by National Personnel Records Center should be addressed to:

Director, National Personnel Records Center
9700 Page Boulevard
St. Louis, Missouri 63132
Telephone: Area Code 314/268-7155

Correspondence pertaining to OQR and SRB records maintained by the respective commanding officers should

be addressed to the command concerned as is shown in the Standard Navy Distribution List - Part 1 (OPNAV P09B3-107)

Correspondence should contain the full name, Social Security Number and signature of the requester. The individual may visit any of the above activities for review of records. Proof of identification may consist of his active, reserve or retired identification card, his Armed Forces Report of Transfer or Discharge (DD Form 214), his discharge certificate, his driver's license or by providing such other data sufficient to insure that the individual is the subject of the inquiry.

RECORD ACCESS PROCEDURES:

Information may be obtained from:
Commandant of the Marine Corps
(Code MS)
Headquarters, U.S. Marine Corps
Columbia Pike & Arlington Ridge Road
Arlington, Virginia 20380
Telephone: Area Code 202/694-1043

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Staff agencies and subdivisions of Headquarters, U.S. Marine Corps

Marine Corps commands and organizations

Other agencies of federal, state, and local governments

Medical reports

Correspondence from financial and other commerical enterprises

Correspondence and records of educational institutions

Correspondence of private citizens addressed directly to the Marine Corps or via the U.S. Congress and other agencies

Investigations to determine suitability for enlistment, security clearances, and special assignments

Investigations related to disciplinary proceedings

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00009

SYSTEM NAME:

Military Police Information System (MILPINS)

SYSTEM LOCATION:

Decentralized segments - commands within area of jurisdiction.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Files contain information concerning both military personnel and civilians who have come in contact with the Military Police as Victims, Suspects, or Witnesses to incidents, complaints reported to the Provost Marshal.

CATEGORIES OF RECORDS IN THE SYSTEM:

Incident/Complaints reported to the Installation Provost Marshal and all subjects listed on Field Interviews/Reports by the Military Police. Index cards containing name, social security number, address, offense charges, location of offense/incident, date, time, blotter entry number, military policy report number and disposition of case.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Chapters 5, 6 and 7 of the Manual for Courts-Martial and Title 10, U S Code

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Headquarters, U S Marine Corps and Marine Corps commands, activities and organizations - By officials and employees of the Marine Corps in connection with their assigned duties.

Department of Defense and its Components - By officials and employees of the Department in the performance of their official duties.

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representatives of the U S or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

To provide information to another agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States which has been authorized by law to conduct law enforcement activities pursuant to a request that the agency or instrumentality initiate criminal or civil action against an individual on behalf of the U S Marine Corps, the Department of the Navy, or the Department of Defense.

To provide information to individuals pursuant to a request for assistance in a criminal or civil action against a member of the U S Marine Corps, by the U S Marine Corps, the Department of the Navy, or the Department of Defense.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tapes and index cards in metal files.

RETRIEVABILITY:

Filed by full name or social security number (SSN)

SAFEGUARDS:

Records are maintained in area accessible only to authorized personnel that are properly screened, cleared and trained. Files can only be retrieved by the Director or Assistant Director, Automated Services Center by utilizing an assigned code number.

RETENTION AND DISPOSAL:

Two years and then purged

SYSTEM MANAGER(S) AND ADDRESS:

Installation Provost Marshal of activity concerned.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Installation Provost Marshal of activity concerned.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Provost Marshal of activity concerned.

Written requests for information should contain the full name of the individual, social security number, date and place of birth.

For visits, the individual should report to Provost Marshal of the respective installation.

CONTESTING RECORD PROCEDURES:

The rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Military Police Blotters and Field Interview Cards.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00010

SYSTEM NAME:

Personnel Services Working Files

SYSTEM LOCATION:

All Marine Corps activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members and former members of the Marine Corps and Marine Corps Reserve; permanently and temporarily retired members of the Marine Corps and Marine Corps Reserve; members of the Fleet Marine Corps Reserve; Federal civil service employees of the Marine Corps; and dependents, survivors or appointed agents of the foregoing. Some information about dependents and other members of families or former families of Marine Corps personnel may be included in files pertaining to the Marine. Inquiries from the general public, whether addressed directly to HQMC or received via a third party, may be retained together with information obtained in the course of completing required action or in preparing a response.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain information pertaining to identification; prior service; location and addresses; decedent affairs; military honors at funerals; recovery of remains; casualty notification; condolence letters to next of kin; transportation, passports and visas for next of kin of casualties medically warranted overseas; missing persons; prisoners of war; reserve disability benefits; casualty statistics; certification of eligibility for award of Purple Heart Medal; death benefits and annuity payments; official reports of casualty; certification of life insurance coverage; investigative reports; travel of dependents; reports and death certificates substantiating casualty status; intelligence reports concerning missing and captured members; prior and present marital status; dissolution of prior marriages; birth, marriage and death certificates; adopting of children; financial responsibility; child support; claims of non-support; personal health and welfare reports; alien marriages; conduct and personal history as it pertains to marriage and its responsibilities; medical information; garnishment of pay; powers of attorney; personal financial records; police and fire reports; records of emergency data; medical care; use of exchanges, commissaries and theatres; recovery of invalid dependent identification and privilege cards; correction of naval records; defense related employment; veterans rights, benefits and privileges; awards, recommendations and/or issuances; Survivor Benefit Plan; preseparation counseling; civil readjustment; Retired Serviceman's Family Protection Plan; residence; basic allowance for quarters; leave and liberty; financial assistance; extensions of emergency leave; in service FHA mortgage insurance loans; reimbursement for damage to or loss of personal property; transportation of household goods; claims against the government; lost, damaged or abandoned property; medical bills; determinations of dependency status; claims against commercial carriers, insurers, and contractors; dependent identification and privilege cards; official correspondence (includes correspondence with Marine Corps commands and organizations, other Armed Services, the White House, members of Congress, Department of Defense, and other agencies of federal, state and local government); other correspondence (including correspondence from Marines, their families, attorneys, doctors, lawyers, clergymen, administrators/executors/ guardians of estates, American Red Cross and other welfare agencies and the general public, whether addressed directly to the Marine Corps or via third parties); internal routing and processing of personal affairs matters; and records of interviews and telephonic conversations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U. S. Code 1071-1087, 1441-1455, 1475-1488, 2771, 6148a, b, and d; Title 31, U. S. Code 240-243; Title 37, U. S. Code 401 and 551, et. seq.; Title 38, U. S. Code 765-770, 2021-2026; Title 42, U. S. Code 659; Title 50, U. S. Code 1436 and E O 11016; Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To facilitate administration of programs concerning the personal welfare of Marines and their dependents and/or survivors to include decedent affairs; casualty reporting and notification of next of kin; transportation of household goods; travel of dependents; missing and captured personnel; reserve disability benefits; casualty statistics; death benefits and annuity payments; official reports of casualty; determination of dependency status for the purpose of travel, basic allowance for quarters and Uniformed Services identification and Privilege Card entitlement; the granting of privileges for medical care, use of commissaries, exchanges and theatres; issuance and recovery of identification cards; correction of naval records; garnishment of pay; defense related employment; veterans rights, benefits and privileges; adjudication of claims against the government; support of dependents; personal affairs, welfare and family assistance; preseparation counseling and civil readjustment; display of recognition for individual accomplishments.

To facilitate preparation and maintain a record of responses to inquiries and other communications from staff sections within Headquarters, U. S. Marine Corps, Marine Corps commands and organizations, other Armed Services, the White House, members of Congress, Department of Defense, other agencies of federal, state and local governments; Marines, their families, attorneys, doctors, lawyers, clergymen, administrators/executors/ guardians of estates, American Red Cross, and other welfare agencies and the general public.

To provide a record of decisions and actions taken.

By officials and employees of the Marine Corps and Marine Corps Reserve in the performance of their official duties in the administration of programs relating to the personal affairs matters cited above.

By officials and employees of the Department of the Navy, Department of Defense, and other geovernment agencies in the performance of their official duties related to the determination of entitlement to compensations, annuities, government insurance, and other rights, benefits and privileges.

By government agencies or private organizations under government contract to perform analytical and historical research pertaining to casualties.

By intelligence and other government agencies assisting in the investigation of circumstances of casualty and in accounting for personnel who are deceased (body not recovered), missing, captured, or detained.

By Marines, former Marines, their next of kin (in cases of death only), or persons or organizations designated by them in writing for whatever purpose access to the record is desired.

Information obtained, developed, or processed in performing functions related to this record system may be entered into the Marine Corps Manpower Management System and the Marine Corps Military Personnel Records System.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, vertical strip files, microfiche and card files stored in filing cabinets, shelves, tables and desks.

RETRIEVABILITY:

Files are accessed and retrieved by subject matter and by individual. Identification of individual is by name or social security number.

SAFEGUARDS:

Building is located in controlled access area with security guards on 24 hour duty. Access to information contained in the files is limited to officials and employees of Headquarters, U. S. Marine Corps acting in their official capacity upon demonstration of a need-to-know basis. Records held by field activities are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained. Locked and/or guarded offices.

RETENTION AND DISPOSAL:

Files are retained for differing lengths of time, depending upon the purpose of the information contained therein. Death benefit data are retained for five years and then destroyed; records of emergency data are retained until the Marine's death or separation from active duty or the active reserves; Department of Defense Reports of Casualty are retained for such period as deemed necessary, and then transferred to the Historical Division, Headquarters, U. S. Marine Corps; casualty statistics and rosters, and statistical reports are retained for such period as deemed necessary and then transferred to Historical Division, Headquarters, U. S. Marine Corps or destroyed as deemed appropriate; missing and captured personnel data and unusual miscellaneous casualty topica data are retained for such period as deemed necessary and then destroyed; files concerning dependency determination are retained for one year and then destroyed; files concerning veterans rights, benefits and privileges are retained indefinitely or until the member and all eligible survivors are deceased; files concerning correction of naval records are destroyed upon completion of action; files regarding adjudication of claims against the government are retained for six months and then destroyed; files containing information which could be considered to be of a derogatory nature are disposed of as directed by competent authority; all other files are retained for three years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps, Headquarters, U. S. Marine Corps, Washington, D C. 20380.

NOTIFICATION PROCEDURE:

Correspondence pertaining to files maintained should be addressed to:
Commandant of the Marine Corps
(Code MS)
Headquarters, U. S. Marine Corps
Washington, D C 20380
Telephone: Area Code 202-694-3143

Correspondence should contain the full name, social security number and signature of the requester. The individual may visit the above location for review of files. Proof of identification may consist of the active, reserve, retired or dependent identification card, the Armed Forces Report of Transfer or Discharge (DD-214), discharge certificate, driver's license, social security card, or by providing such other data sufficient to ensure the individual is the subject of the inquiry.

RECORD ACCESS PROCEDURES:

Information may be obtained from:
Commandant of the Marine Corps
(Code MS)
Henderson Hall, Building No. 4, Room 109A
Arlington, Virginia 22214
Telephone: Area Code 202-694-3143

CONTESTING RECORD PROCEDURES:

The agency's rules for access to files and for contesting and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Marine Corps Manpower Management System
Joint Uniform Military Pay System
Marine Corps Military Personnel Records System
Marine Corps Deserter Inquiry File
Staff agencies and subdivisions of Headquarters, U. S. Marine Corps
Marine Corps commands and organizations
Other agencies of federal, state, and local governments
Educational institutions
Medical reports and psychiatric evaluations
Financial institutions and other commercial enterprises
Civil courts and law enforcement agencies
Correspondence and telephone calls from private citizens initiated directly to the Marine Corps or via the U. S. Congress and other agencies.
Investigative reports
American Red Cross and similar welfare agencies
Veterans' Administration

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00011

SYSTEM NAME:

Source Data Automated Fitness Report System (SDAFRS)

SYSTEM LOCATION:

Personnel Management Division, Manpower Department, Headquarters, U S Marine Corps, Washington, D C 20380

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Former, present and future U S Marine Corps active duty and organized Reserve Commissioned and Non-Commissioned Officers in the rank of Sergeant and above.

CATEGORIES OF RECORDS IN THE SYSTEM:

System contains automated records created through optical scan of Marine Corps Fitness Reports, which are evaluations of duties performed and the manner of such performance. Fitness reports represent a comprehensive portrayal of the professional qualifications, personal traits and characteristics and individual potential. Fitness reports include narrative comments, numerical grading and comparison with those peers rated by the commanding officer or other reporting senior of the individual addressed. Fitness reports contain personal identification such as name, rank, social security number, location and number of dependents, etc. in addition to individual evaluation data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Headquarters, U S Marine Corps - By officials and employees of the Marine Corps in the performance of their official duties related to the management of Marine Corps personnel through screening and selection of individuals for promotion, duty assignment, career counseling and the administration of the personnel management system.

Marine Corps Commands -To allow commanders to identify skills and

experience of Marines due to report for duty with the commands during the forthcoming fiscal year.

Department of Defense and its Components - By officials and employees of the Department in the performance of their official duties in connection with military personnel management, appeals and litigations related thereto.

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representatives of the U S or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of Joint committee on matters within their jurisdiction requiring disclosure of the files of the fitness report system.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps Manpower Management System.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper original of fitness report is exposed to SDAFRS scanning and then transferred to the personnel file jacket of the individual concerned and stored within the Marine Corps Military Personnel Records Sysem.

Automated records are stored on magnetic tape

RETRIEVABILITY:

Paper original of fitness report is accessed by a combination of last name and social security number.

Automated records (magnetic tapes) are accessed by social security number.

SAFEGUARDS:

Building housing computer employs 24 hour security guards. Access to terminal is limited to authorized personnel on a need- to-know basis. Distribution of printouts of information from the system is restricted to authorized persons in the performance of their assigned duties and destroyed after use.

RETENTION AND DISPOSAL:

Records, both paper and tape, are permanent. Paper records are stored in the Marine Corps Military Personnel Records System. Tape records are removed from the active file to a historical file for retention according to appropriate magnetic record retention policies.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

NOTIFICATION PROCEDURE:

Information may be obtained from:
The Commandant of the Marine Corps (Code MM)
Headquarters, U S Marine Corps
Washington, D C 20380
Telephone: Area Code 202/694-3122

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commandant of the Marine Corps (Code MM), Headquarters, U S Marine Corps, Washington, D. C. 20380

Written requests for information should contain the individual's name, social security number, signature and the dates covered by the report(s) in question.

Personal visits may be made to Manpower Department, Headquarters, U S Marine Corps, Federal Office Building ¿2, Washington, D C 20380. For personal visits the individual should be able to provide personal identification to include valid military identification or two valid civilian items of identification such as driver's license, social security card, medicare card, etc.

CONTESTING RECORD PROCEDURES:

The Marine Corps rules for contesting contents and appealing initial determinations may be obtained from the Commandant of the Marine Corps (Code M), Headquarters, U S Marine Corps, Washington, D C 20380

RECORD SOURCE CATEGORIES:

Each officer and noncommissioned officer in the rank of sergeant and above provides the personal information on the fitness report form. The form is then submitted to the commanding officer or immediate superior (reporting senior) for completion of the evaluation portion of the form and fowarding to Headquarters, U S Marine Corps, Washington, D C 20380

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00013

SYSTEM NAME:

Personnel Management Working Files

SYSTEM LOCATION:

All Marine Corps activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of the U S Marine Corps and Marine Corps Reserve; former members of the Marine Corps and Marine Corps Reserve; retired and temporarily retired members of the Marine Corps and Marine Corps Reserve; members of the Fleet Marine Corps Reserve; and applicants for entry into the Marine Corps or Marine Corps Reserve.

Military personnel, federal employees, and dependents who apply through the Marine Corps for no-fee passports for official travel to countries requiring a passport.

Dependents of Marines and other family members with respect to matters pertaining to the individual Marine, former Marine or applicant.

Members of other services assigned to or serving with the Marine Corps.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains informaton pertaining to identification, recruitment, enlistment, commissioning, prior service, reenlistment or extension of enlistment, lateral occupational movement, civilian employment, letters of reference, education, training, career counselling, religious preference as provided by the individual, qualifications, intelligence and aptitude testing, classification, assignment, location addresses, promotions, reductions in rank, proficiency, conduct, performance of duty, discipline, offenses and punishments under the Uniform Code of Military Conduct, courts-martial, personal history, investigations, security clearances, police and court records, civil arrests and convictions, birth and marriage certificates, divorce and other decrees, financial responsibility and letters of indebtedness, marital status, dependents, families' citizenships, passports and visas, travel and travel orders, leave records, transportation of dependents and household goods, pay records, claims against the government, decorations and awards, commendations, medical records to include psychiatric evaluations, disability proceedings, separation and retirement, official correspondence (includes internal Marine Corps and Department of the Navy correspondence, as well as correspondence with the Executive, Legislative, and Judicial Branches of

federal, state and local government) and other correspondence (includes correspondence from Marines, their dependents and families, attorneys, doctors, educators, clergymen and members of the general public whether addressed directly to the Marine Corps or via third parties, (president, congressmen, etc.), personnel who apply to express a grievance through personal interviews with the Commanding General via the chains of command as authorized by Article 1107.1, U S Navy Regulations (Request Mast), personal counselling.)

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Headquarters, U S Marine Corps - To facilitate personnel management actions and decisions related to recruitment, enlistment, commissioning, testing, training, classification, assignment, transfer (including humanitarian), travel order issuance, passport application, promotion, reenlistment, retention on active duty, augmentation from reserve to regular status, recovery of absentees and deserters, investigations, correction of records, dependency status, disability proceedings, separation (including hardship discharge), transfer to the Fleet Marine Corps Reserve and retirement.

Marine Corps commands, organizations, districts, and units - By officials and employees of the Marine Corps in the execution of their official duties related to personnel management actions and decisions in support of pursuit of actions cited above. Such actions can include administration of requests, appeals, grievances, discipline and litigations; administration of benefits and entitlements; management and administration of retirement and veteran's affairs programs; responses to inquiries and correspondence; and the counseling of individual Marines regarding such matters as their performance records, career opportunites and personal concerns.

Department of Defense and its Components - By officials and employees of the Department in the performance of their official duties in connection with military personnel management, appeals and litigations related thereto.

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court orders pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representatives of the U S or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files of the system.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps Manpower Management System.

To provide information to another agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States which has been authorized by law to conduct law enforcement activities pursuant to a request that the agency or instrumentality initiate criminal or civil action against an individual on behalf of the U S Marine Corps, the Department of the Navy, or the Department of Defense.

To provide information to individuals pursuant to a request for assistance in a criminal or civil action against a member of the U S Marine Corps, by the U S Marine Corps, the Department of the Navy, or the Department of Defense.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper files as represented by card files, strip files, microfiche computer printouts from the Manpower Management System or the Joint Uniform Military Pay System and file folders. Files are stored in filing cabinets, on shelves and on tables in controlled access areas.

RETRIEVABILITY:

Files are accessed and retrieved by subject and by the name and social security number.

SAFEGUARDS:

In compliance with the specified requirements for security of FOUO material.

RETENTION AND DISPOSAL:

Files are retained for differing lengths of time, depending upon the purpose of the information contained therein. Promotion data is retained three years, then transferred to Historical Division, Headquarters, U S Marine Corps. Passport data is retained six years, then destroyed. Enlisted assignment data is retained two years, then destroyed. Certain officer assignment data is destroyed when the officer is released from active duty. Disability retirement data is retained two years from the date of removal of the individual from the Temporarily Disability Retirement List, then destroyed. Retirement correspondence is retained for one year following individual's retirement. Retirement files are retained until the individual's death. Personal counselling records are maintained one year, career counselling records are maintained within the individual's official records. All other files are retained three years, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Local commanding officer.

NOTIFICATION PROCEDURE:

Information may be obtained from the Commandant of the Marine Corps (Code MM), Headquarters, U S Marine Corps, Washington, D C 20380, the current command, the last duty station, or applicable activity.

Additional information concerning personnel assigned to Occupational Field 55 (Band) may be obtained from the Commandant of the Marine Corps (Code MPC), Headquarters, U. S. Marine Corps, Washington, D. C. 20380 Telephone: Area Code 202/694-4154.

RECORD ACCESS PROCEDURES:

Requests from individual's may be addressed to the Commandant of the Marine Corps (Code MM), Headquarters, U S Marine Corps, Washington, D C , the current command or last duty station.

Written requests for information should contain the full name of the individual and his social security number or former military service number. The following information will also be helpful in locating some records: military rank and occupational specialty, dates and places of service, and any special correspondence previously received or sent.

For personal visits, the individual may visit the Personnel Management Division, Headquarters, U S Marine Corps, Federal Office Building ¢2, Washington, D C 20380 or Marine Corps commands and districts.

For personal visits, the individual should be able to provide personal identification to include valid military or dependent identification card or two valid civilian items of identification such

as driver's license, social security card, medicare card, etc.

CONTESTING RECORD PROCEDURES:

The Marine Corps rules for contesting contents and appealing initial determinations may be obtained from Commandant of the the Marine Corps (Code M), Headquarters, U S Marine Corps, Washington, D C 20380

RECORD SOURCE CATEGORIES:

Information in the system is obtained from the Marine Corps Manpower Management System; the Joint Uniform Military Pay System; Marine Corps Military Personnel Records to include the Service Record Book and Officer Qualification Record; Military Medical Records; Marine Corps Deserter Inquiry File; staff elements and subdivisions of Headquarters, U S Marine Corps; Marine Corps field commands, organizations, and activities; other components of the Department of Defense; agencies of federal, state, and local government, to include: civil courts and law enforcement, previous employers; financial institutions and commercial enterprises; educational institutions; private citizens provided as character references by the individual; investigations related to disciplinary proceedings; and correspondence of private citizens addressed directly to the Marine Corps or via third parties such as members of Congress and other governmental agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

MMN00014

SYSTEM NAME:

Work Measurement Labor Distribution Cards

SYSTEM LOCATION:

All Marine Corps activities

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Marine Corps employees, civilian, military and occasional summer hires funded by state and local programs

CATEGORIES OF RECORDS IN THE SYSTEM:

Labor distribution cards which have been prepared by either the concerned individual or the supervisor to record the number of hours worked, the number of units produced by the employee, the function of the employee during that time, and the job number of the job. Also, the system contains summarizations of said card and computer input and output relative to said card.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U. S. Code 124; 133

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide an input data base for daily labor on all individuals assigned to work organizations designated as part of the work measurement labor distribution system or to provide a data base for systems implementation testing.

Work Section Supervisors - Compiled reports by individual are prepared for the work section supervisor who verifies that each of the assigned employees either reported the required number of hours or entered appropriate corrections.

Work Measurement System - Integrates the data by individual to prepare productivity reports, statistical costs and budget workload information which is used primarily for local reports and to provide data for manpower requirements programs, both locally and at Headquarters, U. S. Marine Corps.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Labor distribution cards are processed to capture the source data. The input cards are then filed in nonsequential order pending completion of the report cycle. Punch cards or their successor equivalent will be input into a computer program to prepare the work center list by individual.

Punch cards may be summarized on noncomputerized lists by individual. Such lists may be kept by the employees' supervisor.

RETRIEVABILITY:

The information identified by individual is available only from the lists maintained by the work center supervisor within one year of the work week in question.

SAFEGUARDS:

The alphabetical listings are maintained by each work center supervisor.

RETENTION AND DISPOSAL:

Lists are destroyed one year after the subject work week.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of activity.

NOTIFICATION PROCEDURE:

Information may be obtain from the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Written requests from individuals should be addressed to the SYSMANAGER. Requests should include name of employee, work center number, and work week for which data is requested. Personal visits and telephone calls should be made directly to the employee's work center supervisor.

CONTESTING RECORD PROCEDURES:

The information on the list is only that which was submitted by the employee and should be corrected during the work month. After that time, the manhours are entered on local and Headquarters reports and no corrective action is possible.

RECORD SOURCE CATEGORIES:

No particular format required for request.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

MMN00016

SYSTEM NAME:

Accident and Injury Reporting System

SYSTEM LOCATION:

Organizational elements of the U S Marine Corps as listed in the Directory of the Department of the Navy Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military or civilian employees who are involved in accidents which result in lost time, government or private property damage or destruction and personnel injury or death.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, rank, social security number, type of accident, degree of injury, days lost, date of injury, date returned to work, date and time of death (if a fatality), and all other factors concerning such accidents and injuries.

Reports include consolidated accident injury report, accident injury report, and report of motor vehicle accident.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Providing reporting information to higher headquarters in the computation of accident injury rates, consolidated accident report by separate category, motor vehicle accident-injury rates.

For utilization in the establishment of safety program, identification of unsafe working conditions and such other areas which prove a danger to personnel and/or property.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folder, card files, punched cards, magnetic tape, and display boards

RETRIEVABILITY:

Name, SSN

SAFEGUARDS:

Access provided on a need-to-know basis only. Locked and/or guarded office.

RETENTION AND DISPOSAL:

Five years - disposal per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer of the activity in question. See Directory of Department of the Navy Mailing Addresses.

NOTIFICATION PROCEDURE:

Apply to SYSMANAGER.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual concerned, military police traffic accident investigation reports, accident injury reports, other records of the activity, witness, and other correspondents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00017

SYSTEM NAME:

Armory Access and Individual Weapons Assignments

SYSTEM LOCATION:

Organizational elements of the U S Marine Corps as listed in the Directory of Department of the Navy Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel assigned government weapons.

All personnel authorized access to individual armories.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records depict name of individual, type of weapon assigned, serial number of that weapon, accessories in the individual's possession, condition of the weapon and accessories, and individual's signature acknowledging receipt.

Name, rank, social security number of personnel authorized access to individual armories.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Weapons accountability, management and control of all U S Government weapons/accessories issued to personnel.

Control of personnel authorized access to armory spaces in the official execution of their duties.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, cards, punched cards, magnetic tapes.

RETRIEVABILITY:

Records retained by name or weapons serial numbers.

SAFEGUARDS:

Access rosters and personnel weapons assignments are provided on a need-to-know basis only. Locked and/or guarded office.

RETENTION AND DISPOSAL:

As established by SYSMANAGER per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer of the activity in question. See Directory of Department of the Navy Mailing Addresses.

NOTIFICATION PROCEDURE:

Apply to SYSMANAGER.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual concerned, other records of the activity.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00018

SYSTEM NAME:

Base Security Incident Reporting System

SYSTEM LOCATION:

Organizational elements of the U S Marine Corps as listed in the Directory of the Department of the Navy Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual involved in or witnessing or reporting incidents requiring the attention of base security or law enforcement personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Incident/complaint reports; witness statements; stolen property reports; military police investigator's report; military police motor vehicle accident and injury report; military police alert cards; military police property custody forms, tags, and disposition of evidence letters; military police field interview cards; military police desk blotter; use of force reports; traffic violation records; driving record reports; traffic court files; citations to appear before U S Magistrate; criminal investigation reports; civil court case records; minor offense report; uniform violation report; narcotics reports; polygraphy examinations; letters of warning/eviction from base housing; letters of warning/barring from federal reservation; Armed Forces police reports; suspect photographic files; child abuse files; juvenile case files; valuable property receipt; vehicle impound files and vehicle towing reports; suspension of driving privileges and revocation letters; assignment to absentee/deserter escort duty; informant list; Master Crime index card; evidence record file; military police log/journal; breathalyzer report; criminal investigation file; and any other such report received by military police personnel in the official execution of their duties.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

For law enforcement purposes by duly authorized personnel of the U S Marine Corps, Department of Defense and its related components, representatives of the U S Congress or any committee or sub-committee thereof on matters within their jurisdiction requiring disclosure of such files, or officials of federal investigative agencies in the performance of their official duties.

Provide evidence in uniform court of military justice and Title 18, U S Code 1382 proceedings and such related criminal investigations as are required.

Provide to local, state, and federal investigative agencies or court officials such information that properly falls within their purview requiring further investigation or court action.

Used by command legal personnel in the prosecution of military offenses and other administrative actions.

Support insurance claims and civil litigation.

Provide basis for revocation of base driving privileges.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, metal filing cabinets, magnetic tapes.

RETRIEVABILITY:

Name, Social security number, case number, organization

SAFEGUARDS:

Access provided on a need-to-know basis only. Locked and/or guarded office.

RETENTION AND DISPOSAL:

As established by SYSMANAGER per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer of the activity in question. See Directory of Department of the Navy Mailing Addresses.

NOTIFICATION PROCEDURE:

Apply to SYSMANAGER.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual concerned, other records of the activity, investigators, witnesses, correspondents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under Title 5, U S Code 552 a (J) (2) as applicable, for additional information, contact the SYSMANGER.

MMN00019

SYSTEM NAME:

Drug/Alcohol Abuse Reporting Program

SYSTEM LOCATION:

Primary System - Headquarters, U. S. Marine Corps, Washington, D. C. 20380. Decentralized Segments - Navy Drug rehabilitation Centers, Navy and Marine Corps Counseling and Assistance Centers, Navy Regional Medical Centers, Navy Alcohol Rehabilitation Drydocks, Naval Health Research Center, Navy Correction centers and local activities to which an individual is assigned. (See Directory of Department of the Navy Mailing Addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel who have been tested for, identified, evaluated, apprehended, or rehabilitated for drug or alcohol abuse or who have been granted drug abuse exemption; or who are seeking assistance in drug or alcohol abuse programs.

All military personnel who have been granted drug abuse exemption.

All military personnel who are seeking assistance in drug or alcohol abuse programs.

CATEGORIES OF RECORDS IN THE SYSTEM:

Drug abuse identification/ rehabilitation statistical reports, alcohol abuse identification/rehabilitation statistical reports, grant of drug exemption report, request for disposition on drug dependent personnel, grant of exemption/ rehabilitation case file to include medical evaluations, counselor evaluations, monthly progress reports, alcoholism education roster, and such correspondence or messages sent or sent by SYSMANAGER pertaining to the individual concerned. Urinanalysis specimen control register and military police drug/alcohol related offense reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title V, P.L. 92-129; Section 413, P.L. 92-255.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Blanket 'routine uses' identified in the annual republication of Marine Corps systems or records in the Federal Register do not apply to this system of records.

Records of identity, diagnosis, prognosis, or treatment of any client/ patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and disclosed only for the purposes and under the circum- stances expressly authorized in Title 21, U.S.C., Section 1175, as amended by 88 Stat. 137, and Title 42 U.S.C., Section 4582, as amended by 88 Stat. 131. These statutes take precedence over the Privacy Act of 1974, in regard to accessibility of such records except to the individual to whom the record pertains.

To authorized personnel of the Marine Corps who in the official execution of their duties require such information in order to manage the drug/alcohol abuse programs.

Within the Armed Forces or within those components of the Veterans Administration furnishing health care to veterans or between such components and the Armed Forces.

To medical personnel outside the Armed Forces to the extent necessary to meet a bona fide medical emergency.

To Government personnel for the purpose of obtaining benefits to which the patient is entitled.

To qualified personnel for the prupose of conducting scientific research, management or financial audits, or program evaluation, but such personnel may not identify, directly or indirectly, any individual patient in any report of such research, audit or evaluation, or otherwise disclose identities in any manner.

To a court of competent jurisdiction upon authorization by an appropriate order after showing good cause therefore. In assessing good cause, the court shall weigh the public interest and the need for disclosure against the injury to the patient, to the physician-patient relationship, and to the treatment services. Upon the granting of such order, the court, in determining the extent to which any disclosure of all or any part of any record is necessary, shall impose appropriate safeguards against unauthorized disclosure

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tapes.

RETRIEVABILITY:

Name, social security number, case number. When names and social security numbers are removed, data is aggregated for use in research, management information, and planning.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Paper files are maintained for two years, then destroyed. Records stored on magnetic tapes are maintained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps, (Code MPH), Headquarters, U. S. Marine Corps, Washington, D. C. 20380.

NOTIFICATION PROCEDURE:

Written requests should be addressed to the Commandant of the Marine Corps (Code MPH), Headquarters, U. S. Marine Corps, Washington, D. C. 20380. Requests must contain full name, social security number, military status, address and signature of requester. (Those inquiring about records at Confinement Centers must have their signature notarized, if not confined at time of request.) Individuals may visit the Commandant of the Marine Corps, (Code MPH), located in the Arlington Annex (FOB-2), Columbia Pike and Arlington Ridge Road, Arlington, VA, for assistance with records at that location; individuals may also visit local activities concerned (See Directory of Department of the Navy Mailing Addresses). Individuals must provide proof of identification such as military identification card, driver's license, or other picture-bearing identification.

RECORD ACCESS PROCEDURES:

Rules for access may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER .

RECORD SOURCE CATEGORIES:

Individual concerned, other records of the activity, medical personnel, military police or other correspondences.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

MMN00020

SYSTEM NAME:

Pet Registration

SYSTEM LOCATION:

Organizational elements of the U S Marine Corps as listed in the Directory of Department of the Navy Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Owners of pets residing on Naval reservations.

Owners of pets in quarantine as the result of biting complaints

Owners of pets whose pet is subject of nuisance complaints

CATEGORIES OF RECORDS IN THE SYSTEM:

Owners name, social security number, address and description of pet, tag number, vaccination and registration information.

Record of complaints for vicious animals or bites.

Record of complaints for nuisance pets

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301; Departmental Regulations, Federal, State, and Local Regulations, as applicable.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide for registration of pets to ensure appropriate innoculations in compliance with federal, state, and local laws.

Assist in the identification of rightful owners.

Identity dangerous pets and provide for quarantine of those animals suspected of biting.

Identify those pets which pose a nuisance to others and/or a health or safety hazard.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tapes.

RETRIEVABILITY:

Name, social security number, case number

SAFEGUARDS:

Access provided on a need-to-know basis only. Locked and/or guarded office.

RETENTION AND DISPOSAL:

As established by SYSMANAGER per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer of the activity in question. See Directory of Department of the Navy Mailing Addresses.

NOTIFICATION PROCEDURE:

Apply to SYSMANAGER

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Veterinary records and statements provided by pet owners, bit victims, military police, animal shelter, hospital personnel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00021

SYSTEM NAME:

Weapons Registration

SYSTEM LOCATION:

Organizational elements of the U S Marine Corps as listed in the Directory of Department of the Navy Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals, military or civilian, registered firearms or other weapons with Provost Marshal.

All individuals who purchase a firearm or weapon at authorized exchange activities.

Any individual who resides in government quarters who possesses privately owned firearms.

CATEGORIES OF RECORDS IN THE SYSTEM:

Weapon registration cards, weapon permit cards, notification to commanding officers of failure to register a firearm purchased at authorized exchanges, exchange notification or firearm purchase. Such records showing name, rank, social security number, organization, physical

location of subject weapon, weapon description and such other identifiable items required to comply with all federal state, and local weapons registration ordinances.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301; Departmental regulations; federal, state and local regulations as applicable.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To assure proper control of all firearms/weapons introduced onboard Naval reservations and to monitor the purchase and disposition of firearms/ weapons onboard Naval reservations/ Marine Corps installations.

To provide local, state, and federal law enforcement officials information as required in their execution of official duties.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tapes.

RETRIEVABILITY:

Name, social security number, organization, caliber and gage of weapon

SAFEGUARDS:

Access provided on a need-to-know basis only. Locked and/or guarded offices.

RETENTION AND DISPOSAL:

As established by SYSMANAGER per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer of the activity in question. See Directory of Department of the Navy Mailing Addresses.

NOTIFICATION PROCEDURE:

Apply to SYSMANAGER.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual concerned, other records of activity, investigators, witnesses and correspondents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00022

SYSTEM NAME:

Vehicle Control System

SYSTEM LOCATION:

Organizational elements of the U S Marine Corps as listed in the Directory of Department of the Navy Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals that have motor vehicles, boats, or trailers registered at a particular Naval installation on either a permanent or temporary basis.

All individuals who apply for a Government Motor Vehicle Operator's license.

All individuals who possess a Government Motor Vehicle Operator's license with authority to operate government motor vehicles.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains records of each individual who has registered a vehicle on the installation concerned to include decal data, insurance information, state of registration and identification. File also contains notations of traffic violations, citations, suspensions, applications for government vehicle operator's I.D. card, operator qualifications and record licensing examination and performance, record of failures to qualify for Government Motor Vehicle Operator's permit, record of government motor vehicle and other vehicle accidents, information on student driver training, and identification for parking control.

Records of traffic violations, citations and suspensions

For government motor vehicle operators: Application for vehicle operator's I D card: Operator qualifications and record of licensing examination and performance, record of failures Government Motor Vehicle Operator's permit, record of issue of SF-46, Record of Government Motor Vehicle accidents, standard Form 91 accident report, record of SF46 suspensions/ revocations, record of MOTT student driver's training.

Identification of parking control

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Internal:

Headquarters, U. S. Marine Corps commands, activities and organizations - for car pool locator service, vehicle registration, parking control, insurance information, verification and identification of vehicles. Records aon official government drivers relating to their ability to operate a motor vehicle are used to manage a safe and responsive motor transport organization. Certain information is used to conduct accident prevention programs, revoke or suspend government motor vehicle permits and in disciplinary proceedings.

To provide records on individual government drivers as it relates to their ability in operating a motor vehicle in order for official personnel to manage a safe and responsive motor transport organization. Such information used in conducting accident prevention programs, changing occupations and revoking or suspending government motor vehicle permits, disciplinary proceedings.

To assist federal, state, and local law enforcement agencies in the official execution of their duties when disclosure of such records is warranted.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tapes.

RETRIEVABILITY:

Name, social security number, case number, organization, decal number, state license plate number, vehicle description.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel. Areas are locked during nonduty hours and buildings are protected by security guards.

RETENTION AND DISPOSAL:

Records are maintained for one year after transfer or separation from the installation concerned. p aper records are then destroyed and records on magnetic tapes are erased.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer of the activity in question. See Directory of Department of the Navy Mailing Addresses

NOTIFICATION PROCEDURE:

Information may be obtained from the system manager. written requests should contain full name and social security number. individuals visiting the installation concerned should provide proper identification such as military identification, driver's license or other suitable identification.

RECORD ACCESS PROCEDURES:

Requests for access should be addressed to the system manager. written requests should contain full name and social security number. 2individuals visiting the installation should provide proper identification.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual concerned, other records of the activity, investigators, witnesses, correspondents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

MMN00023

SYSTEM NAME:

Prisoner Records

SYSTEM LOCATION:

Organizational elements of the U S Marine Corps as listed in the Directory of Department of the Navy Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel who are confined in a detailed, adjudged or sentenced status.

CATEGORIES OF RECORDS IN THE SYSTEM:

Information contained in the Manpower Management System data base, personal history to include civilian and military legal status, confinement progress reports and medical related information. Such other records as: Prisoner Conduct Record, Prisoner Confinement and Release Order, Prisoner Request for Restoration or Clemency, Prisoner Waiver of Restoration or Clemency, Court Martial Progress Report, Prisoner Identification Badge, Prisoner Data Card, Work and Training Report, Mail and Visiting List, Segregation Data Card, Prisoner Refusal to Eat Report, Prisoner Initial Contact Sheet, Prisoner Personal History, Prisoner Spot Evaluation Report, Counselor Continuation Sheet, Disciplinary Report, Prisoner Request Form, Prisoner Request for Funds Form, Prisoner Request for Pastoral Counseling, Prisoner Visiting Officer Form, Telephone and/or Visit Authorization Form, Receipt for Deposit Form, Prisoner Credit Chit, Prisoner Identification Form, Clothing/Health and Comfort Inventory Form, Work Program Request, Library Card, Psychiatric Evaluation and Medical Reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Internal:

Headquarters, U. S. Marine Corps, Marine Corps Commands, activities, and organizations -

To provide an all inclusive file on each individual prisoner to assist facility staff personnel in the evaluation, assignment to programs, assignment of custodial classification, providing psychiatric and medical treatment, provide a proper mixture of individual and group counseling, in the preparation of the prisoner for offense free military service or to prepare him for his future adjustment to civilian life. Routinely used by local correctional personnel in the day-to-day management of prisoners within established programs, by medical personnel, local commanders and higher headquarters in the management and implementation of correctional programs.

Department of Defense and its components - By officials and employees of the Department of Defense in the performance of their official duties.

External:

Congress of the U S - By the Senate or House of Representatives of the U S or any committee or subcommittee thereof on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of the duties of the General Accounting Office relating to the Marine Corps.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tapes.

RETRIEVABILITY:

Name, social security number, case number, organization.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel. Areas are locked during nonduty hours and buildings are protected by secur'ty guards.

RETENTION AND DISPOSAL:

Records are maintained at varying lengths of time. Paper records are destroyed at the end of the appropriate retention period and magnetic tapes are erased.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer of the activity in question. See Directory of Department of the Navy Mailing Addresses.

NOTIFICATION PROCEDURE:

Information may be obtained from the system manager. Written requests should contain full name and social security number. Individuals visiting the installation concerned should provide proper identification such as military identification, driver's license or other suitable identification.

RECORD ACCESS PROCEDURES:

Requests for access should be addressed to the system manager. Written requests should contain full name and social security number. Individuals visiting the installation concerned should provide proper identification.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual concerned, other records of the activity, investigators, witnesses, correspondents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

MMN00027

SYSTEM NAME:

Marine Corps Military Personnel Records Access Files

SYSTEM LOCATION:

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All officials and employees of the Department of Defense authorized to draw Marine Corps military personnel

records and, except for agents of Secret Service, Federal Bureau of Investigation and Naval Investigative Service which agents are granted access by presentation of credentials, all designated, justified and approved law enforcement/investigative personnel of other Federal agencies permitted access to Marine Corps military personnel records at Headquarters, U S Marine Corps only.

CATEGORIES OF RECORDS IN THE SYSTEM:

Authorization cards submitted by officials of HQMC and DOD granting individual authority to order Headquarters, U. S Marine Corps official military personnel records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of Headquarters, U S Marine Corps. For controlling, monitoring and for providing a ready reference to personnel authorized to draw and/or review Marine Corps military personnel records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Looseleaf Binder and Card Index Files

RETRIEVABILITY:

Alphabetical and by Agency

SAFEGUARDS:

Building employs security guards.

RETENTION AND DISPOSAL:

Destroyed upon cancellation of access authorization.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

NOTIFICATION PROCEDURE:

Request by correspondence should be addressed to the Commandant of the Marine Corps (Code MSRB), Headquarters, U S Marine Corps, Washington, D C 20380. The letter should contain the full name, social security number and signature of the requester.

The individual may visit Headquarters, U S Marine Corps, Washington, D C., Room 1206. Proof of identification may consist of his active, reserve or retired identification card, his Armed Forces Report of Transfer or Discharge (DD214), his discharge certificate, his driver's license or by providing such other data sufficient to insure that the individual is the subject of the inquiry.

RECORD ACCESS PROCEDURES:

Information may be obtained from:
Commandant of the Marine Corps
Headquarters, U S Marine Corps (Code MSRB)
Washington, D C 20380
Telephone Area Code 202/694-1043

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Staff agencies and subdivisions of Headquarters, U S Marine Corps.

Other staff agencies of the Department of Defense.

Law enforcement/investigative divisions of other Federal agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00032

SYSTEM NAME:

Personal History Card File

SYSTEM LOCATION:

Provost Marshal's Office, Marine Corps Base, Camp Lejeune, North Carolina 28542.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals, both military and civilian, employed aboard Marine Corps Base, Camp Lejeune, North Carolina.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personal History Card (MCBul 12290). Contains personal identifying information and where employed.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by officials and employees of Marine Corps and Navy Commands, activities, and organizations in connection with their assigned duties. To provide a rapid locator of employees at their work site for law enforcement purposes. Also used to issue Civilian Identification Cards to employees.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records filed in metal card trays.

RETRIEVABILITY:

Filed alphabetically by name.

SAFEGUARDS:

Records are maintained in a secure area accessible only to authorized personnel. The File Room is under constant surveillance during working hours and is locked after working hours.

RETENTION AND DISPOSAL:

Records are retained until the card expires, then destroyed by burning.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding General (Attn: Provost Marshal), Marine Corps Base, Camp Lejeune, North Carolina 28542. Telephone: Area Code 919/451-2455.

NOTIFICATION PROCEDURE:

Inquiries by individuals will be answered upon satisfactory identification of the requester to the SYSMANAGER

RECORD ACCESS PROCEDURES:

Rules for access may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individuals concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Military and civilian personnel employed aboard Marine Corps Base, Camp Lejeune, North Carolina; Provost Marshal administrative personnel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00034

SYSTEM NAME:

Personnel Procurement Working Files

SYSTEM LOCATION:

Headquarters, U S Marine Corps
Personnel Procurement Branch.
Marine Corps Districts
Recruiting Stations
Officer Selection Offices
Organized Marine Corps Reserve units
U S Marine Corps recruiting substations

Inspector-Instructor staffs

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilians and prior service individuals who are prospective applicants for enlistment in the Marine Corps, Marine Corps Reserve or a Marine Officer program, individuals on which a written waiver for enlistment has been requested; Platoon Leader Class Candidates receiving financial assistance while attending college; all individuals applying for various officer programs; Marine Corps Reserve enlistees who are serving on their 6 months active duty prior to return to Organized Marine Corps Reserve unit maintaining their record; Personnel enlisted in the Marine Corps Reserve assigned to a formal school upon enlistment; Secondary school students who participated in the Marine Corps Youth Physical Fitness meet held annually in Washington, D C , and the coach fielding each team; Any individual recommended for enlistment in the Marine Corps by a recruiting officer even though the applicant does not meet the enlistment requirements set forth in current guidance as set forth by the Commandant of the Marine Corps.

CATEGORIES OF RECORDS IN THE SYSTEM:

All files contain Name (Last, First, Middle, (maiden, if any), Jr., Sr.), social security number, home of record. Files relating specifically to enlistment or officer procurement contain citizenship, sex, race, ethnic group, present address, marital status, number of dependents, date of birth, religious preference, highest grade completed, selective service system data, foreign language and skill, driver's license information, mental and aptitude test results, medical examination result, delayed enlistment program information, accession data, educational experience, citizenship verification, history of prior military service, names of relatives to include date and place of birth, present address and citizenship, listing of commercial life insurance policies and number, relatives and alien friends living in foreign countries to include name and relationship, age, occupation, address and citizenship, all previous residences since 10th birthday, previous employment record to include company name and address, job title and supervisor's name, data concerning previous employment by foreign governments, prior membership in youth programs, history of foreign travel. Declarations from the individual concerning; previous rejection by the Armed Forces of the United States, conscientious objector status, previous deserter status, retired pay, disability allowance, or severence pay or a pension from the Government of the United States, status as an only child; understandings by the applicant; date of interview and name, organization, title of interviewer; history of prior use of drugs except as prescribed by a licensed physician; prior intentional sniffing of glue, hairspray or other chemical fumes; prior use, purchase, possession or sale of illegal or controlled drugs except as prescribed by a licensed physician; marital status and dependency; membership in groups for purpose of unlawful overthrow of the Government; history and record of involvement with police or judicial authorities; parental/guardian consent for enlistment; enlistment options; current income; whether own, buying, or renting present residence; outstanding debts to include total amounts and monthly payments; status of savings account and checking account; spouses' employment and monthly income; police checks; character references; record of prior service; court documents; marriage certificates; birth certificates; record of medical examination; record of medical history; medical consultations statement of personal history; divorce decrees; death certificates; photographs; high school diploma; college diploma; grade transcript; General Educational Development certificates of High School equivalency; sole surviving son statements; statement of understanding; wife's consent form; applications for General Educational Development certificates of High School equivalency. Files relating to Marine Corps Reserve personnel on active duty contain information pertaining to name, social security number, sex, unit of assignment, home of record, education, Armed Services Vocational Aptitude Battery Test scores, vision, military occupational specialty training information, Quota Serial Number, training authorized.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U. S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

By officials and employees of the Marine Corps in the execution of their official duties with regard to personnel procurement and problems which develop as a result thereof; maintained to assist recruiters and Officer Selection Officers in contacting possible applicants for the Marine Corps.

Officials and employees of the Naval Service and General Accounting Office in the execution of their official duties in relation to inspections, investigations legal action.

Reserve Unit commander and administrative personnel, to monitor return of enlistee to unit and provide information on anticipated unit strength and status; To make available emergency data information.

Recruiting Station and Inspector-Instructor Staff Personnel in their assigned duties.

To provide Headquarters, U S Marine Corps information on those individuals attending the Marine Corps Youth Physical Fitness national championship.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folder. Records are maintained in areas accessible only to authorized personnel.

RETRIEVABILITY:

Individuals listed in alphabetical order according to program.

SAFEGUARDS:

Access is limited to Reserve unit command, recruiting, and administrative personnel and law enforcement or Federal agents upon presentation of proper credentials.

After working hours the office and building are locked.

RETENTION AND DISPOSAL:

Maintained for two years or until prospect, applicant, candidate or reservist changes status.

SYSTEM MANAGER(S) AND ADDRESS:

Commander of unit holding file.

NOTIFICATION PROCEDURE:

Write or visit SYSMANAGER Provide full name, social security number, and military status. Proof of identity may be established by military identification card or DD-214 and driver's license.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the Individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

High School Lists, DD 214's, Prospect interviews/Referrals, Local

Newspapers, Youth Fitness programs, individual contacts, Marine Corps officials.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00035

SYSTEM NAME:

Truth Teller/Static Listings

SYSTEM LOCATION:

The Commandant of the Marine Corps
Headquarters, U S Marine Corps
Washington, D C 20380

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All present and former members of the U S Marine Corps

CATEGORIES OF RECORDS IN THE SYSTEM:

The system comprises non-automated records of basic information (Name, Military Service Number/Social Security Number, Pay Entry Base Date, Home of Record (State and County) and Date of Birth) pertaining to all individuals who ever served in the U S Marine Corps.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U S Code Section 5201

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of Headquarters, U S Marine Corps for making necessary identification of members and former members of the U S Marine Corps in connection with official business and in response to inquiries received at the Headquarters.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File Folders, Binders and Microfilm Cartridges

RETRIEVABILITY:

Name, Military Service Number and Social Security Number

SAFEGUARDS:

Records maintained in locked room. Building employs security guards.

RETENTION AND DISPOSAL:

Permanent

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

NOTIFICATION PROCEDURE:

Request by correspondence should be addressed to the Commandant of the Marine Corps (Code MSRB), Headquarters, U S Marine Corps, Washington, D C 20380. The letter should contain the full name, social security number and signature of the requester.

The individual may visit Headquarters, U S Marine Corps, Columbia Pike and Arlington Ridge Road, Arlington, Virginia, room 1206. Proof of identification may consist of his active, reserve or retired identification card, his Armed Forces Report of Transfer or Discharge (DD214), his discharge certificate, his driver's license or by providing such other data sufficient to insure that the individual is the subject of the inquiry.

RECORD ACCESS PROCEDURES:

Information may be obtained from:
Commandant of the Marine Corps
(Code MSRB)
Headquarters, U S Marine Corps
Washington, D C 20380
Telephone Area Code 202/694-1043

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Enlistment and Officer Acceptance Contracts

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00036

SYSTEM NAME:

Identification Card Control

SYSTEM LOCATION:

All United States Marine Corps units.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Regular and Reserve Marines including retired and disability retired and their dependents who have been issued an Identification Card.

CATEGORIES OF RECORDS IN THE SYSTEM:

Log book contains name, rank, social security number, and card number, issue date, expiration date, signature of person card issued to and signature of issuing person.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To maintain accountability for serialized Identification Cards.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

These records are kept in a log book.

RETRIEVABILITY:

By type card, chronologically by date also retrievable by name.

SAFEGUARDS:

The log books are stored in a locked container in a location which is locked after working hours. A guard is located in the general area.

RETENTION AND DISPOSAL:

Two years from date of closing entry.

SYSTEM MANAGER(S) AND ADDRESS:

Unit Commanders.

NOTIFICATION PROCEDURE:

Write or visit SYSMANAGER Provide full name, social security number, and military status. Proof of identity may be established by military identification card or DD 214 and driver's license.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Officers Qualification Record/Service Record Book of individual application for dependents priviledge card, correspondence from Headquarters, U S Marine Corps.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00037

SYSTEM NAME:

Library Patron File

SYSTEM LOCATION:

System is decentralized - maintained at Marine Corps commands, organizations and activities having libraries.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All active, reserve and retired military personnel, their dependents, and others who are entitled to use and borrow material from Marine Corps libraries.

CATEGORIES OF RECORDS IN THE SYSTEM:

The library patron file may contain the following information pertinent to each individual: name; rank; social security number; organization and organization address and phone number; home address and home phone number; names and ages of dependents; title of materials borrowed; date borrowed; date due; date returned; and notation of monetary settlement if borrowed material was lost or damaged.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Headquarters, U S Marine Corps and Marine Corps commands, activities and organizations - By officials and employees of the Marine Corps in connection with their assigned duties.

Department of Defense and it's Components - By officials and employees of the Department in the performance of their official duties.

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representatives of the U S or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Card Files.

RETRIEVABILITY:

File alphabetically by last name of patron.

SAFEGUARDS:

Library is locked when not in use. Only authorized personnel have access to records during working hours.

RETENTION AND DISPOSAL:

Records are maintained for up to seven years, based on library usage. After retention period records are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380.

NOTIFICATION PROCEDURE:

Information may be obtained from the library in question; addresses are as contained in the Navy Standard Distribution List (OPNAV PO9B3-107).

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the commander of the Marine Corps command, organization or activity that maintains the library in question.

Written requests for information should contain the full name of the individual, social security number, organization to which assigned when library facility utilized, and current address.

For personal visits the individual should be able to provide acceptable personal identification during normal hours of library operation.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Information is obtained from individual concerned, library director and library staff.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00038

SYSTEM NAME:

Amateur Radio Operator's File

SYSTEM LOCATION:

Marine Corps activities

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All amateur radio operators who operate at Marine Corps activities.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name, Federal Communications Center license number, operating frequency, type of equipment and home address.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Communications Center personnel - To ensure proper radio management at Marine Corps activities

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

3x5 card in metal file box.

RETRIEVABILITY:

Alphabetical

SAFEGUARDS:

Security area.

RETENTION AND DISPOSAL:

Destroyed upon departure from Marine Corps activity

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer of activity concerned. See Directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Information may be obtained from: Commanding Officer of activity concerned.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the Sysmanager.

Written requests for information should contain the full name and grade of the individual.

For personal visit, the individual should be able to provide valid personal identification such as an employee badge, driver's license, medicare card, etc.

CONTESTING RECORD PROCEDURES:

The Marine Corps rules for contesting and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00039

SYSTEM NAME:

Amateur/Citizen Band Radio Operation Request and Authorization File

SYSTEM LOCATION:

Communication Electronics Office, Marine Corps activities

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel who desire to operate amateur/citizen band radios at Marine Corps installations.

CATEGORIES OF RECORDS IN THE SYSTEM:

(Amateur/Citizen Band Radio Operation Request and Authorization Form).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Provides authorization for personnel to operate amateur/citizen band radio and provides controls for the use of these radios. Used by requestor as authorization to operate. Used by CEO as record of authorization.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Papers filed in three-ring binder.

RETRIEVABILITY:

Numerically by card number.

SAFEGUARDS:

Located in a secure area that is manned on a 24-hour basis.

RETENTION AND DISPOSAL:

Retained for one (1) year and if not renewed, the form is destroyed by burning or shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer of activity in question. See Directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Request information from SYSMANAGER

RECORD ACCESS PROCEDURES:

Rules for access may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual requester and Communication Electronics Officer.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00040

SYSTEM NAME:

Individual Training Records/Files for Training Related Matters

SYSTEM LOCATION:

System is decentralized - maintained at all Marine Corps commands, organizations and activities, Regular and Reserve.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel assigned, attached to or serving with a Marine Corps command, activity or organization to include recruit training, formal military schools, operational units and training facilities.

CATEGORIES OF RECORDS IN THE SYSTEM:

The individual training record may contain the following information pertinent to each individual: name, rank, social security number, age, sex, military occupational specialty or specialties, date joined unit, date of end of active service, date of birth, proficiency and conduct scores, physical fitness test scores, rifle and pistol qualification scores, gas mask size, blood type, leadership proficiency, military school and correspondence course records and results, special training qualifications, weight and physical characteristics, medical record extracts addressing weight control and physical fitness, human relations training experience, troop information exposure, general military subject test results, water survival qualification, instructor qualifications, specialized equipment qualification, personal counseling records, foreign language qualifications, inspection results, etc.

In the case of recruit training, special data as reflects remedial training, counseling, weakness or excellence, recruit questionnaires and reading evaluations may be included.

For personnel attending formal schools, evaluation information and data reflecting successful completion or termination for cause may be included.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Headquarters Marine Corps and Marine Corps commands, activities and organizations - By officials and employees of the Marine Corps in connection with their assigned duties.

Department of Defense and it's Components - By officials and employees of the Department in the performance of their official duties.

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representatives of the U S or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, loose-leaf notebooks and card index files.

RETRIEVABILITY:

Files are retrievable by name and cross filed by social security number.

SAFEGUARDS:

Records are retained in controlled access areas and handled by trained and cleared personnel on a strict 'need-to-know' basis.

RETENTION AND DISPOSAL:

Files are retained during the period the individual is assigned to the activity maintaining the record. Upon transfer of the individual concerned, records are transferred with the individual or destroyed.

In the case of Drill instructor or Recruit records, records are maintained for four years after departure of individual, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380.

NOTIFICATION PROCEDURE:

Information may be obtained from the commander of the Marine Corps command, organization or activity to which the individual is assigned for duty or training.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the commander of the command, organization or activity to which assigned for duty or training. Addresses are as contained in the Navy Standard Distribution List (OPNAV PO9B3-107).

Written requests should contain name, rank, social security number and dates assigned to the activity addressed. In cases where individual attended a formal school, name of course and course number should be included if available.

Personal visits may be made to the activity in question any normal work day between 8:00 a.m. - 4:30 p.m. For personal visits individual should be able to provide valid personal identification.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Training performance, evaluations, on-the-job performance evaluations, individual and instructor evaluations, Individual Service Records, Manpower Management System, test and inspection results and training correspondence addressing individual concerned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00041

SYSTEM NAME:

Non-Appropriated Fund (NAF) Employee and Applicant Personnel Records

SYSTEM LOCATION:

Marine Corps commands employing NAF personnel

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Personnel, to include off-duty military personnel, applying to or hired by Marine Corps commands which salaries are paid with NAF.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records may contain any of the following documents and information on NAF employees - name, home address, home and office telephone number, social security number, employee application, personal history statement, reference data, education, work experience, photograph, work permit, union participation, date of birth, emergency contact information, employee number, military grade (if applicable), job description, job assignment, application for group insurance and retirement plans (or signed waiver), leave and pay data, performance reviews, reports of physical examinations, reports of accident/traffic violations, warning notices of excessive absence and tardiness, reports of grievances hearings/disciplinary action, record of court attendance, certified copy of completed military orders for any annual duty tours with recognized military Reserve organizations, security clearance data, bad debt notices, employment compensation documents, commendations and awards, separation information, and official correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U. S. Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Marine Corps commands - By officials and employees of respective commands in the execution of assigned duties pertaining to management and administration of NAF personnel resources to include employment acceptability, assignments, pay, promotion, performance evaluations, security, growth potential, leave, awards, benefits and entitlements, disciplinary and grievance proceedings, appeals, discrimination complaints, retirement, separation, terminations, physical evaluations and audits.

By court order in connection with matters before a federal, state or municipal court.

By agents of the Federal Bureau of Investigation, Secret Service and Naval Investigative Service in connection with matters under the jurisdication of these investigative bodies upon presentation of credentials.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and binders and magnetic tape.

RETRIEVABILITY:

Alphabetically and by social security number

SAFEGUARDS:

Respective commands employ one or more safeguards such as locked containers, locked rooms, locked buildings, access by authorized personnel only, and employment of security guards.

RETENTION AND DISPOSAL:

Records are maintained for period of employment plus two years. Records of employees transferring to another NAF activity are transferred to the new activity. Records of separated employees are transferred to the National Personnel Records Center, 111 Winnebago Street, St. Louis, Missouri 63118.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps, Headquarters, U. S. Marine Corps, Washington, D C. 20380.

NOTIFICATION PROCEDURE:

Information may be obtained from the command at which the individual is employed. Addresses are as listed in the Navy Standard Distribution List (OPNAV PO9B3-107).

RECORD ACCESS PROCEDURES:

Individuals may visit or request information by correspondence to the command as listed in the Navy Standard Distribution List (OPNAV PO9B3-107).

Written requests for information should contain the full name of the requester, his social security number and his signature.

For personal visits, the individual will be required to provide such proof of identification as his driver's license, his active, reserve or retired identification card, his Armed Forces Report of Transfer or Discharge (DD From 214) or such other data sufficient to insure that the individual is the subject of the inquiry.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Employee applications, personal interviews, former employers and supervisors, investigative and law enforcement agencies, originators of correspondence, employee references, schools, physicians and employing command.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00042

SYSTEM NAME:

Marine Corps Locator Files

SYSTEM LOCATION:

System is decentralized - maintained at Marine Corps commands, organizations and activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

A Locator File of Assigned Military and Civilian Personnel

CATEGORIES OF RECORDS IN THE SYSTEM:

Locator files may contain any of the following information on Officer, Enlisted and Civilian personnel assigned to respective commands, organizations and activities of the Marine Corps: name, rank/grade, date of rank, selection for promotion, social scurity number, billet title, lineal number, Table of Organization line number, home address and telephone number, office code, room number and telephone number, new mailing address of transferred personnel, prior mailing address of newly assigned personnel, marital status, name of spouse, names of children, name and address of next of kin, Military Occupational Specialty, date of birth, pay entry base date, expiration of active service date, home state, educational background, state where admitted to bar, identification badge number, payroll number, government vehicle drivers license date, rotation tour date, overseas control date, date reported to respective command, organization or activity, occupation address and telephone number for inactive reserves and security clearance data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Marine Corps Commands, Organizations and Activities - By officials and employees of respective commands, organizations and activities in the execution of assigned duties such as mail and employee directory services, social, official and semi-official functions, emergency recall functions, mail distribution, employee welfare functions, dissemination of information, ceremonial functions, and duty rosters.

Department of Defense and it's Components - By officials and employees of the Department in the performance of their official duties.

Congress of the U S - By the Senate or the House of Representatives of the U S or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

U S Postal Service - By duly designated Postal Officials pertaining to matters properly within the purview of the U S Postal Service.

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Books, cards, rosters, strip files, file folders, loose leaf binders, log books, embossed plates, microfilm/fiche or magnetic records and discs.

RETRIEVABILITY:

The data contained on magnetic records can be displayed on cathode-ray tubes, computer printed on paper, and converted to microform for information retrieval; the data in file folders and other documents is retrieved manually. Normally, all types of records are retrieved by Social Security Number and name.

SAFEGUARDS:

Marine Corps commands, organizations and activities employ one or more safeguards such as limited controlled distribution, employment of security guards, accessibility by authorized personnel only, locked containers, locked rooms or locked building.

RETENTION AND DISPOSAL:

Permanent. Updated as required.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380.

NOTIFICATION PROCEDURE:

Information may be obtained from the individual command, organization or activity to which individuals are assigned for duty. Addresses are as listed in the Navy Standard Distribution List (OPNAV PO9B3-107).

RECORD ACCESS PROCEDURES:

Individuals may visit or request information by correspondence to the individual command, organization or activity as listed in the Navy Standard Distribution List (OPNAV PO9B3-107).

Written requests for information should contain the full name of the requester, his Social Security Number and his signature.

For personal visits, the individual will be required to provide such proof of identification as his drivers license, his active, reserve or retired identification card, his Armed Forces Report of Transfer or Discharge (DD Form 214) or such other data sufficient to insure that the individual is the subject of the inquiry.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Service Record Book, Officer Qualification Record, Manpower Management System, Reserve Personnel Management Information System, Unit Diaries, Combined Lineal Lists of active duty and reserve commissioned and Warrant Officers, Tables of Organization, Official Orders, Civilian Personnel records, other Marine Corps activites, and individuals concerned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00043

SYSTEM NAME:

Marine Corps Recreation Property Records and Facilities

SYSTEM LOCATION:

Marine Corps activities maintaining recreation files.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Authorized personnel to utilize special services facilities

CATEGORIES OF RECORDS IN THE SYSTEM:

Usage data records on each activity

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U. S. Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

By management personnel to record usage.

Marine Corps activities and organization - By Marine Corps officials and employees in executing their assigned duties.

Department of Defense and its components - By officials and employees of the Department in the performance of their official duties.

Congress of the U. S. - By the Senate or the House of Representatives of the U. S. or any committee or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U. S. - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

In paper records in file folders.

Card files and usage logs.

RETRIEVABILITY:

Alphabetical by name for property records.

By activity usage logs.

SAFEGUARDS:

Records are maintained in a metal file in the recreation property compound and athletic/recreation office. During non-operating hours, the activity is locked.

RETENTION AND DISPOSAL:

Usage logs are maintained for one to four years.

Until equipment is returned or recreation fund is reimbursed.

SYSTEM MANAGER(S) AND ADDRESS:

Local Commanding Officers. See Directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Local Commander

RECORD ACCESS PROCEDURES:

Information may be obtained from local Commander.

CONTESTING RECORD PROCEDURES:

The Marine Corps rules for contesting and appealing initial determinations may be obtained from the Sysmanager.

RECORD SOURCE CATEGORIES:

Individual activities, individuals, ID cards

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00044

SYSTEM NAME:

Equal Opportunity Information and Support System

SYSTEM LOCATION:

Commandant of the Marine Corps (Code MPH), Headquarters, U. S. Marine Corps, Washington, D. C. 20380 and all Marine Corps activities.

See organizational elements of the U. S. Marine Corps as listed in the Directory of the Department of the Navy Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Marine Corps military personnel who submit complaints of discrimination and Marine Corps military personnel who are under formal or informal investigation as a result of complaints of discrimination.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence and records compiled pursuant to the processing of a complaint concerning discrimination, incident data, endorsements and recommendations, formal and informal investigations concerning aspects of equal opportunity.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. section 2000e-16(b) and (c).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the U. S. Marine Corps in the performance of their official duties related to equal opportunity matters.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies.

Officials and employees of other components of the Department of Defense in the performance of their official duties related to equal opportunity matters.

Officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to equal opportunity matters.

The Senate or the House of Representatives of the United States or any committee or subcommittee thereof, any joint committee of Congress or any subcommittee of joint committees on matters within their jurisdiction requiring disclosure of the files of Marine Corps military personnel. When required by Federal Statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper files and file folders.

RETRIEVABILITY:

Files are retrieved alphabetically by name of the complainant or by the name of the individual who is the subject of the complaint.

SAFEGUARDS:

Files are stored in filing cabinets. After normal working hours, rooms are locked. Building is located in controlled access area with security guards on 24 hour duty. Access to files is limited to officials and employees of Headquarters, U. S. Marine Corps acting in their official capacity on a need-to-know basis. Files held by field activities are maintained in areas accessible only to authorized personnel that are properly trained.

RETENTION AND DISPOSAL:

Records disposed of two years after administrative closing of the case.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps (Code MPH), Attn: Equal Opportunity Officer, Headquarters, U. S. Marine

Corps, Washington, D. C. 20380, telephone 202-694-2895.

NOTIFICATION PROCEDURE:

Correspondence pertaining to files maintained should be addressed to: Commandant of the Marine Corps (Code MPH), Headquarters, U. S. Marine Corps, Washington, D. C. 20380.

Written request for information should contain the individual's name, social security number, and signature.

Personal visits may be made to Headquarters, U. S. Marine Corps (Code MPH), Columbia Pike and Arlington Ridge Road, Arlington, Virginia 22214. Individuals should be able to provide personal identification to include valid military identification or two valid civilian items of identification such as driver's license, passport, credit cards, etc.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual are contained in SECNAVINST 5211.5A and 32 C.F.R. section 701.1 et. seq. Additional information may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual concerned, other systems, investigations, witnesses and correspondents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00045

SYSTEM NAME:

Automated Systematic Recruiting Support System (ASRSS)

SYSTEM LOCATION:

The system will be operated at each Recruiting Station, District Headquarters, and Marine Corps Recruit Depot within the Marine Corps. See organizational elements of the U. S. Marine Corps as listed in the Directory of the Department of the Navy Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Marine Corps Regular and Reserve recruits.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains information voluntarily provided by recruits as contained on the Application for Enlistment - Armed Forces of the United States.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U. S. Code 301, Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Marine Corps Recruiting Stations - Ensure that a member of the Delayed Entry Pool is shipped to Marine Corps Recruit Depot on the appropriate date. Ensure that recruits are not retained in the Delayed Entry Pool longer than the authorized period. Give proper credit, e.g., Meritorious Appointment to Private First Class, to recruits who have referred other enlistees to the Marine Corps. Keep track of recruits who successfully complete recruit training for subsequent assistance as recruiter aides while on recruit leave.

Marine Corps District Headquarters - Monitor the status of accessions by category, e.g., Mental Group; losses from the Delayed Entry Program recruiter performance by 'waiver code.'

Marine Corps Recruit Depot - Ensure that those recruits shipped from various recruiting stations and Armed Forces Examining and Entrance Stations (AFEES) arrive at the Marine Corps Recruit Depot on schedule. Trace recruiter malpractice allegations to the proper source.

Headquarters, U. S. Marine Corps - Monitor accessions by program option/guarantee. Match total accessions throughout the country to demographic data available through the Recruit Market Network. Track Reserve accessions by Reserve unit, Military Occupational Specialty (MOS), and availability for active service training. Respond to Congressional inquiries on individual cases in a timely, accurate manner.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The file will be stored via on-line magnetic disk with backup on magnetic tape. Backup audit trail record will be available at the point-of-entry.

RETRIEVABILITY:

Standard reports and ad hoc retrievals are generated from remote terminals using a data base management system. Additionally, updates and record browsing may be accomplished in the interactive mode through keying Social Security Number.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

'Hard copy' or paper output from the system is stored in locked containers.

System software contains user passwords to lock out unauthorized access.

Software contains partitions to limit access to appropriate organizational level.

RETENTION AND DISPOSAL:

On-line magnetic records will be maintained for one year after completion of recruit training. Records are then retired to a 'history file' where they will be retained for a period of four (4) years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps (Attn: Deputy Chief of Staff for Manpower), Headquarters, U. S. Marine Corps, Washington, D. C. 20380.

NOTIFICATION PROCEDURE:

Requests from individuals for information concerning their ASRSS records should be addressed to the Commandant of the Marine Corps (Code MPI-40), U. S. Marine Corps, Washington, D. C. 20380. Requesting individual should supply full name and Social Security Number.

The requester may also visit any Marine Corps Recruiting Station to determine whether ASRSS contains records pertaining to him or her. In order to personally visit a Recruiting Station and obtain information, individuals must present proper identification such as military identification, if a service member, driver's license, or some other suitable proof of identity.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

The Recruiting Station, Marine Corps Recruit Depot, and the individual recruit are the sources of the information contained in the ASRSS record for that person.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS:

None

MMN00046

SYSTEM NAME:

Recruit Incident System

SYSTEM LOCATION:

Marine Corps Recruit Depot, Parris Island, South Carolina 29905 and Marine Corps Recruit Depot, San Diego, California 92140.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Marine Corps military personnel who have violated recruit training standard operating procedures.

CATEGORIES OF RECORDS IN THE SYSTEM:

Identifying information consisting of name, grade, last four digits of social security number, unit, date of offense, source of allegation, type of action, date of action, type of abuse, charges and description of charges, and whether or not individual is relieved of duties.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U. S. Code 301, Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Marine Corps Recruit Depots at Parris Island, South Carolina and San Diego, California to keep track of those drill instructors who abuse recruits, and to prepare monthly report to the Commandant of the Marine Corps.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The file is stored in hard back binders and on magnetic tapes and discs.

RETRIEVABILITY:

Records retrieved by name or last four digits of social security number.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel properly cleared and trained. Paper output from the system is stored in locked containers and building is locked during non-working hours. System software contains user passwords to lock out unauthorized access.

RETENTION AND DISPOSAL:

Information in hard back binders maintained three years from the recruit incident and then destroyed. Magnetic tape and disc data sets are maintained one year from the recruit incident and then tapes and discs are cleared of all information.

SYSTEM MANAGER(S) AND ADDRESS:

Depot Instructor, Marine Corps Recruit Depot, Parris Island, South Carolina 29905 and Depot Inspector, Marine Corps Recruit Depot, San Diego, California 92140.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual are contained in SECNAVINST 5211.5A and 32 C.F.R. section 701.1 et.seq. Additional information may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information obtained from courts-martial or office hours proceedings.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

MMN00047

SYSTEM NAME:

Officer Slate System

SYSTEM LOCATION:

Officer Assignment Branch, Personnel Management Division, Headquarters U.S. Marine Corps (Code MMOA), Washington, D.C. 20380.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty officers and enlisted personnel selected for warrant officer whose active duty component code is l1 thru l3, C1 thru C6; and CH.

CATEGORIES OF RECORDS IN THE SYSTEM:

The Officer Slate File contains assignment data pertinent to each individual officer's future assignment and sufficient data relative to his present assignment to determine the billet to which the officer is assigned.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 5031, Secretary of the Navy; responsibilities

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Headquarters, U.S. Marine Corps - Used by the officer assignment monitors to record data relative to an individual officers' present billet and future assignments. Monitors record assignment data such as estimated dates of arrival to future commands, and other pertinent information which will affect an officers' next duty assignment. This file is used to produce internal reports necessary to ensure that Marine Corps commands will be properly staffed with the officer grades and skills in the quantity required to perform their missions. This file is also utilized to extract the data necessary to issue Permanent Change of Station Orders (PCS Orders) on individual officers.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored on magnetic discs and back-up generations are stored on magnetic tape. Back-up tapes are maintained for approximately one week and then erased.

RETRIEVABILITY:

Records are accessed by social security number.

SAFEGUARDS:

a. Hard-wired terminals which operate on an on-line interactive mode support this system. System information is protected by the following software features: user account number; user identification number; password, and the file is in a 'restricted' status for use by the Officer Assignment Branch only.

b. Access to the building in which the terminals and computer system is located is protected by a security agency and requires positive identification for admission. Access to the terminals is under the control of authorized personnel during working hours. Office spaces in which the terminals are located are locked after working hours, and checked in the evening by the designated staff duty officer at Headquarters Marine Corps.

RETENTION AND DISPOSAL:

Records are retained for the period an officer is on active duty. Officers reporting to active duty are added to the file automatically and those officers being transferred to other than active duty status are deleted from the file automatically. This process occurs once each week to coincide with the updating of the Manpower Management System. Back-up generations are retained for approximately one week in the event a systems failure/error requires the file to be restored. After this time the back-up tape is erased.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps (Code MMOA)
Headquarters Marine Corps
Washington, D.C. 20380
Telephone: (202) 694-3078

NOTIFICATION PROCEDURE:

Inquiries should be directed to the System Manager at the address indicated.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: The Commandant of the Marine Corps (Code MMOA) Headquarters U.S. Marine Corps, Federal Office Building 2, Washington, D.C. 20380.

Written requests for information should contain the full name of the individual, date and place of birth, social security number and signature.

For personal visits, the individual should be able to provide military identification to ensure that the individual is the subject of the inquiry.

An active duty officer may obtain future assignment data on himself by telephone by contacting his assignment monitor and providing sufficient information to properly identify himself to his assignment monitor.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information in the system is obtained from the officer's command, the individual officer concerned, officer assignment monitor and the Manpower Management System.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

MMT00001

SYSTEM NAME:

Dependent (Title 6) Schools Records System

SYSTEM LOCATION:

Dependent (Title 6) Schools located at Marine Corps installations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All students enrolled in Dependent (Title 6) Schools location at Marine Corps installations.

CATEGORIES OF RECORDS IN THE SYSTEM:

System consists of individual student records, master schedule, student schedule, student class lists, student scheduling cards, etc. Information consists of student academic performance, attendance, discipline, activities, aptitude, health and emergency record data to properly administer and assist the student while enrolled in the particular school or school system.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code and Title 6 U.S. Code

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Dependent (Title 6) School and school systems in the execution of their assigned duties.

Marine Corps - By officials and employees of the Marine Corps in the execution of their assigned duties.

Other Federal Agencies - By officials and employees of other Federal Agencies in the execution of their assigned duties as such duties pertain to Dependent (Title 6) Schools.

State and Local Education Agencies - By officials and employees of state and local education agencies in the execution of their official duties as such duties pertain to Dependent (Title 6) Schools.

Courts - By officials and employees of local, state, and federal courts as dictated by court order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in file folders, machine workable cards, and other Data Processing mediums.

RETRIEVABILITY:

Information is retrieved by student name or student number.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel and handled by personnel who have been cleared and trained in handling of personnel information.

RETENTION AND DISPOSAL:

Records are maintained during the period of student enrollment and for a period of up to three years after student departure from the rolls of the school. Records are then destroyed or retired to the Army Records Center, St Louis, Missouri.

SYSTEM MANAGER(S) AND ADDRESS:

Superintendent of the school system in which the particular student is enrolled.

NOTIFICATION PROCEDURE:

Information may be obtained from the particular school or school system in which the student is enrolled: Commanding General (Attn: Supt Depn Scol) Marine Corps Base, Quantico, Virginia 22134; Commanding General, (Attn: Supt Depn Scol), Marine Corps Base, Camp Lejeune, North Carolina 28542; Commanding Officer, (Attn: Supt Depn Scol), Marine Corps Air Station, Beaufort, South Carolina

RECORD ACCESS PROCEDURES:

The rules for access to records may be obtained from the appropriate Sysmanager.

CONTESTING RECORD PROCEDURES:

Rules for contesting the contents of records and appealing initial determinations by the individual concerned may be obtained from the appropriate Sysmanager.

RECORD SOURCE CATEGORIES:

Information is obtained from individual concerned, his teachers, administrators, and other professional health and educational personnel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMT00002

SYSTEM NAME:

Marine Corps Institute Correspondence Training Records System

SYSTEM LOCATION:

Marine Corps Institute, Box 1775, Washington, D. C. 20013

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All enrollees in Marine Corps Institute correspondence courses.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records contain information for identifying enrollees, their addresses, their progress in the course of study, and the results of their final examinations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U. S. Code 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Headquarters, U. S. Marine Corps and Marine Corps commands, activities, and

organizations for use by officials and employees of the Marine Corps in matters relating to their assigned duties.

Upon request and with the consent of the individual concerned, transcripts of course completions are provided to academic institutions for evaluation for academic credit.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, microfiche, magnetic tape, and magnetic disks.

RETRIEVABILITY:

Name and SSN.

SAFEGUARDS:

Access provided on a need to know basis only. During non-working hours, the doors to the Institute are locked.

RETENTION AND DISPOSAL:

Retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Student Services Officer, Marine Corps Institute, Marine Barracks, Box 1775, Washington, D. C. 20013

NOTIFICATION PROCEDURE:

Apply in writing to SYSMANAGER. Provide full name, social security number or service number, date of completion or enrollment, course number, and course title.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information in the system is obtained from enrollment applications and subsequent forms submitted by the enrollee, from the individual's commanding officer, from the Marine Corps Manpower Management System, and from Marine Corps Automated Services Center, Kansas City.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MRS00001

SYSTEM NAME:

Reserve Manpower Management and Pay System (REMMPS)

SYSTEM LOCATION:

Primary System - Marine Corps Central Design and Programming Activity, 1500 East Bannister Road, Kansas City, Missouri 64131

Decentralized Segments - Input to the system is limited to the unit diary submission of the Marine Corps Reserve unit to which the individual is assigned for administration. Output from the system is available at the following locations: Department of Defense, Headquarters, U S Marine Corps, 4th Marine Division, 4th Marine Aircraft Wing, Marine Corps Finance Center and the Marine Corps Reserve Support Center to which the individual is assigned. Addresses of each Distribution List (OPNAV-P09B3-107).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Marine Corps Reservists in the Selected, Individual Ready, Standby, and Fleet Marine Corps Reserve categories.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains the master personnel records to include personal identification, education, training, military occupational specialties, contractual agreements, pay and other data required for effective personnel management and administration.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U S Code 301; Title 10, U.S. Code 5031

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Headquarters, U S Marine Corps and Marine Corps commands, activities and organizations - By officials and employees of the Marine Corps in the execution of their official duties.

Department of Defense and its Components - By officials and employees of the Department in the performance of their official duties.

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representatives of the U S or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Information is contained on magnetic tapes and disks.

RETRIEVABILITY:

Information is retrieved by social security number

SAFEGUARDS:

Records are maintained in facilities accessible only to authorized personnel that are properly screened, and trained.

RETENTION AND DISPOSAL:

Records are retained for six months after separation of the individual Marine reservist. After six months, records are destroyed except for an historical listing of separations which is recorded on microfiche for permanent retention at the Marine Corps Reserve Support Center, Kansas City, Missouri.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380.

NOTIFICATION PROCEDURE:

Information may be obtained from:
The Commandant of the Marine Corps
(Code RES)
Headquarters, U S Marine Corps
Federal Office Building 2
Washington, D C 20380
Telephone: Area Code 202/694-1842

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: The Commandant of the Marine Corps (Code RES), Headquarters, U S Marine Corps, Washington, D C. 20380

Written requests for information should contain the individual's full name, social security number and signature.

For personal visits, the individual should be able to provide some acceptable identification such as military identification card, driver's license or other type of identification bearing picture and signature to insure the individual is the subject of the inquiry.

CONTESTING RECORD PROCEDURES:

The Marine Corps rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

The individual having administrative responsibility for the Marine.

The Marine Corps Reserve Forces Administrative Activity.

Authorized personnel of Headquarters, U S Marine Corps.

Systems interface with active force joint uniform military pay system/ manpower management system.

Educational Institutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MTE00001

SYSTEM NAME:

Telephone Billing/Accounting File

SYSTEM LOCATION:

All Marine Corps activities maintaining telephone accounts.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel, civilian contractors, concessions, and Marine Corps sponsored activities that are provided unofficial government telephone service.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain name, social security number, grade, military address, telephone number assigned to individuals in the system, civilian contractor's business address and business telephone numbers, ledger of itemized telephone service charges and payments, receipted bills, requests for service, account number, addressograph plate, cash collection vouchers for telephone deposits, and routine correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U.S. Code

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information in the system is used by Marine Corps activities to show amounts owed and paid for telephone service on a monthly basis. Information is also used by Marine Corps activities to provide telephone directory service for residents of government quarters to include printing and distribution of a quarters telephone directory and allow telephone operators/base locator to provide quarters telephone numbers upon request except for unlisted numbers. Other uses include management of telephone number assignments, and a listing of delinquent accounts.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper cards are maintained in filing cabinets and KARDEX files or in file folders.

RETRIEVABILITY:

Information accessed and retrieved by name, address or telphone number.

SAFEGUARDS:

Records are maintained in an area accessible only to authorized personnel and are under constant supervision. The building is locked during non-working hours and someone is on duty 24 hours a day.

RETENTION AND DISPOSAL:

Records remain active until individual leaves the Marine Corps activity concerned. Records are then transferred to an inactive file for four years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer of activity concerned. See Directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Information may be obtained from the individual command to which an individual is assigned for duty. Addresses of individual commands are listed in the Navy Standard Distribution List (OPNAV P09B-107).

RECORD ACCESS PROCEDURES:

Written requests from individuals should be addressed to the Commanding Officer of the activity concerned. Activity addresses are as reported in the Navy Standard Distribution List.

Written requests should include name and social security number and address.

For personal visits, the individual should be able to provide the proper military or civilian identification.

CONTESTING RECORD PROCEDURES:

The rules for access to records and for contesting contents and appealing initial determination by the individual may be obtained from the Sysmanager.

RECORD SOURCE CATEGORIES:

Application of the individual desiring telephone service in government housing aboard the activity.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

UNITED STATES NAVY

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required, to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below, only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE - LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant

to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and criminal investigations of the Component requesting the record.

ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom, maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

N01001-1

SYSTEM NAME:

Roster, Naval Reserve Law Companies

SYSTEM LOCATION:

Office of the Judge Advocate General (Code 62) Department of the Navy, 200 Stovall St., Alexandria, Va 22332

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Listing of law program officers in Naval districts having cognizance over Reserve affairs; listing of Naval Legal Service Offices; listing of the staff of the Director, Naval Reserve Law Programs; listing of Naval Reserve Law Company commanding officers; and listing of members of the law companies.

CATEGORIES OF RECORDS IN THE SYSTEM:

Roster contains names and locations of personnel associated with Naval Reserve Law Programs; names of members of law companies, social security number, rank, home and office addresses, name of spouse, and telephone numbers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 806

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The roster is issued for the purpose of facilitating and promoting liaison between Naval Reserve Law Companies, law program officers, the Director, Naval Reserve Law Programs, and his staff, and the Navy's legal assistance program. It is an essential publication for use by legal assistance officers throughout the Navy. It apprises Naval Reserve officers of the locations of Reserve units in order that they may participate in the reserve law programs. These rosters may be furnished to other components of the Department of Defense.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders

RETRIEVABILITY:

By names of members and location of Reserve units.

SAFEGUARDS:

Records are maintained under the control of authorized personnel during working hours; the office space in which the rosters are maintained is locked outside official working hours.

RETENTION AND DISPOSAL:

Rosters are retained for approximately two years and destroyed when a new edition is published.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law) Office of the Judge Advocate General Department of the Navy, 200 Stovall St., Alexandria, Va. 22332

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager. Written requests must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the System Manager. Personal visits may be made to: Reserve Personnel Division Office of the Judge Advocate Room 9s05 Hoffman Bldg II 200 Stovall St. Alexandria, Va. 22332

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Information is received from Reserve officers who participate in the Naval Reserve Law Programs.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01001-2

SYSTEM NAME:

Naval Reserve Law Program Officer Personnel Information

SYSTEM LOCATION:

Office of the Judge Advocate General (code 62), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants applying for appointment or transfer to Judge Advocate General's Corps of the Naval Reserve.

CATEGORIES OF RECORDS IN THE SYSTEM:

Furnishes information as to applicant's qualifications and intentions to affiliate in Naval Reserve Law Program.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 806

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Office use required for personnel management of Reserve Law Program. Use is required to assist in determining applicant's qualification for appointment in the Judge General's Corps. These files may be furnished to other components of the Department of Defense.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, stored in a file cabinet

RETRIEVABILITY:

By officer's name

SAFEGUARDS:

Files are maintained in file cabinets under the control of authorized personnel during working hours; the office space in which the file cabinets are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Records are maintained for two years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the: Office of the Judge Advocate General (Code 62), Department of the Navy, Room 9s05, Hoffman Bldg II, 200 Stovall St., Alexandria, Va. 22332. Written requests must be signed by the requesting individual, and for personal visits, the individual should be able to provide some acceptable identification, e.g. Armed Forces identification card, driver's license, etc.

RECORD ACCESS PROCEDURES:

Requests should be addressed to: Judge Advocate General (Code 62), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information is received from applicants who are applying for appointment in the Judge Advocate Generals' Corps or from reserve officers requesting transfer to the system manager.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01001-3

SYSTEM NAME:

Reserve Personnel History File

SYSTEM LOCATION:

Commander Naval Intelligence Command 4600 Silver Hill Road Washington, DC 20389

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All officers and enlisted personnel of the Naval Reserve Intelligence Program and applicants for affiliation with the program.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains information relating to the individual's residence history, education, professional qualifications, occupational history, foreign country travel and knowledge, foreign language capabilities, history of active military duty assignments and military reserve active duty training and background investigation information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Security Act of 1947, as amended; 5 U.S.C. 301 Departmental Regulations; 10 U.S.C. 503 Department of the Navy 10 U.S.C. 6011 Departmental Regulations; 44 USC 3101, Records Management by Federal Agencies;

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Reserve Personnel History File is maintained for the purposes of determining qualifications for members of the Naval Reserve Intelligence Program and providing a personnel management device for career development programs, manpower and personnel requirements for program activities assignment of support projects of the reserve program, and mobilization planning requirements. This information may be provided to the department of Defense and components therof for research, analysis, evaluation and utilization of the information and for

such other matters as may be necessary to fulfill the responsibilities of the Department of Defense and the components therof. By other appropriate federal agencies who may require the information to fulfil such agencies' legal responsibilities.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computerized magnetic tapes; microform; some records may be maintained in file folders.

RETRIEVABILITY:

The file can be accessed for each file element or any combination therof

SAFEGUARDS:

GSA approved security containers located in controlled access spaces.

RETENTION AND DISPOSAL:

Records Disposal Manual, Secretary of the Navy Instruction 5212.5B.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Intelligence Command 4600 Silver Hill Road Washington, DC 20389

NOTIFICATION PROCEDURE:

Information may be obtained by written request to the System Manager, giving full name, residence address and date and place of birth. A notarized statement may be required for identity verification.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Reserve Personnel History File data submitted by the individual; background investigation reports from the Naval Investigative Service.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N01001-4

SYSTEM NAME:

Intelligence Reserve Personnel Management File

SYSTEM LOCATION:

Commander Naval Intelligence Command, 4600 Silver Hill Road, Washington, DC 20389

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All officers and enlisted personnel of the Naval Reserve Intelligence Program

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains information relating to the individual's residence history, education, professional qualifications, occupational history, foreign country travel and knowledge, foreign language capabilities, history of active military duty assignments and military reserve active duty training, background investigation information, qualifications for active military duty assignments and military promotions,

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Security Act of 1947, as amended; 5 U.S.C. 301, Departmental regulations; 10 U.S.C. 503, Department of the Navy; 10 U.S.C. 6011, Navy Regulations; 44 U.S.C. 3101, Records Management by federal agencies;

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

These files are maintained for the purposes of determining qualifications for members of the Naval Reserve Intelligence Program and providing a personnel management device for career development programs, manpower and personnel requirements for program activities, assignment of support projects of the reserve program, and mobilization planning requirements. This information may be provided to the Department of Defense and components thereof for research, analysis, evaluation and utilization of the information and for such other matters as may be necessary to fulfill the responsibilities of the Department of Defense and the components thereof. By other appropriate federal agencies who may require the information to fulfill such agencies' legal responsibilities.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Alphabetically by last name.

SAFEGUARDS:

GSA approved security containers located in controlled access spaces.

RETENTION AND DISPOSAL:

Records are retained indefinitely

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Intelligence Command 4600 Silver Hill Road, Washington, DC 20389

1 Information may be obtained by written request to the System Manager, giving full name, residence address and date and place of birth. A notarized statement may be required for identity verification.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager

RECORD SOURCE CATEGORIES:

Reserve Personnel History File data submitted by the individual; correspondence regarding individual's military and civilian qualifications; letters from the Department of the Navy regarding promotions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01001-5

SYSTEM NAME:

MSC/NCSORG Reserve Personnel Record

SYSTEM LOCATION:

Commander, Military Sealift Command, Department of the Navy, Washington, D.C. 20390

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Naval Reserve personnel in the MSC/NCSORG Reserve Program

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, rank, social security number, designator, date of birth, home address and phone, active duty training, correspondence courses, education, active military service, civilian employment experience.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The information in the system provides pertinent biographical information and data to be used by the program sponsor for the management, supervision and administration of the MSC/NCSORG program.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Data cards or similar record.

RETRIEVABILITY:

By name

SAFEGUARDS:

Records are kept within COMSC Naval Reserve Division Office. No one authorized access outside of Naval Reserve Division personnel. Building employs security guards.

RETENTION AND DISPOSAL:

Records are retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Military Sealift Command, Department of the Navy, Washington, D.C. 20390

NOTIFICATION PROCEDURE:

Information may be obtained from System Manager. Written requests for information should contain full name of the individual, military grade or rate, and date of birth. For personal visits, the individual should be able to provide some acceptable means of identification.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the systems manager.

RECORD SOURCE CATEGORIES:

Information is submitted by the individual concerned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01070-1

SYSTEM NAME:

JAG Corps Officer Personnel Information

SYSTEM LOCATION:

Office of the Judge Advocate General (code 61), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active Duty Officers in the Judge Advocate General's Corps, Active Duty Officers in the Law Education and Excess Leave Programs

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, date of birth, social security account number, USN/USNR, designator, rank, state bar membership and year admitted, wife's name, no. of dependents, lineal listing by year group, duty assignment, arrival and rotation dates, release date if applicable

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 806

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Office use required for personnel management of Navy JAG Corps personnel as the Judge Advocate General is statutorily required to make recommendation on the assignment of all active duty JAG Corps officers. Use is required to determine qualification of an officer to receive a JAG Corps designation and to be certified as a trial or defense counsel. Use is further required to determine the rotation dates and release from active duty dates of JAG Corps officers as well as the date new officers will be available for duty. This information is then utilized to prepare JAG Corps strength plans for submission to OPNAV. Use is also required to obtain an officer's preference for duty assignment as well as eligibility for consideration for post-graduate education and overseas assignments. Certain of this information is promulgated to all active-duty JAG Corps officers in a semi-annual publication known as the Directory of Navy Judge Advocates. The information is promulgated for informational purposes so that officers can determine what positions (billets) might be available should they desire rotation. Additionally, the information may be furnished to other components of the Department of Defense.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer strips kept on a strip file (wheel) and paper records kept in a folder identified by the officer's name kept in file cabinets.

RETRIEVABILITY:

By officer's name, folders are filed alphabetically.

SAFEGUARDS:

Records are maintained in the Office of the Judge Advocate General personnel office under the control of authorized personnel during working hours; the office space in which the storage devices containing the records is locked outside official working hours.

RETENTION AND DISPOSAL:

Upon release from active duty, records are kept three years and then destroyed. Upon retirement from active duty, records are maintained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from: Judge Advocate General (code 61), Department of the Navy, Room 9s25, Hoffman Bldg II, 200 Stovall St., Alexandria, Va. 22332, Telephone: (202)325-9830

Written requests must be signed by the requesting individual. For personal visits, the requesting individual should be able to provide some acceptable identification, e.g. Armed Forces identification card, driver's license, etc.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Judge Advocate General (code 61), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

Personnel visits may be made to the JAG Personnel Office, Room 9s25, Hoffman Bldg II, 200 Stovall St., Alexandria, Va. 22332.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information submitted by the officer upon his successful completion of law school and admission to the bar, orders to active duty and subsequent transfer orders, computer strips provided by the Bureau of Naval Personnel on all active duty officers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N01070-10

SYSTEM NAME:

Aviation Training Jacket

SYSTEM LOCATION:

The Aviation Training Jacket accompanies the individual student to each Naval Air Command as he progresses in the training program. Upon completion or termination of training, the Aviation Training Jacket is forwarded to the following command:
Chief of Naval Air Training
Naval Air Station
Corpus Christi, TX, 78419

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All naval aviators, naval flight officers, naval flight surgeons, aviation warrant officers, and precommissioning training for aviation maintenance duty and aviation intelligence officers. This includes records in the above categories for individuals who do not complete prescribed training.

CATEGORIES OF RECORDS IN THE SYSTEM:

Aviation flight training, practical and academic grade scores, including pre-training aviation test battery scores.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301, DEPARTMENTAL REGULATIONS

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Evaluation of individual training progress and evaluation of training systems including studies and statistical analysis of training matters within the Naval Air Training Command. Summaries of training provided to other Naval commands where further training is required. Academic transcripts provided to educational institutions upon individual request.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders in metal filing cabinets.

RETRIEVABILITY:

Name and date of designation, completion or termination of training.

SAFEGUARDS:

Access is restricted to the individual or those who maintain training records and those who are directly involved with the individual's training or evaluation. The file cabinets containing the jackets are in command areas under normal military 24 hour security measures.

RETENTION AND DISPOSAL:

Retained at the Chief of Naval Air Training headquarters for six months, then transferred to the Federal Records Center, East Point, GA. Retained for 75 years (SECNAVINST 5212.5B).

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Air Training, Naval Air Station, Corpus Christi, TX 78419

NOTIFICATION PROCEDURE:

The individual is informed that the Aviation Training Jacket is being maintained and has ready access to it during training. After training, he can submit written request to the system manager listed above and must provide name, social security number or officer file number, and date of completion or termination of training. Personal vistors can provide proof of identity by military identification card, active or retired, or driver's license and some record of naval service.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Prior educational experience, flight grades, academic grades supporting flight training, physical fitness/survival/swimming proficiency, aviation physlology training and qualifications, and birth certificate.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01070-11

SYSTEM NAME:

Flight Instruction Standardization and Training (FIST) Jacket

SYSTEM LOCATION:

The FIST jacket is located at the various Naval Air Training Commands where the individual may be assigned. The following command can be contacted to determine the location of any specific command. Chief of Naval Air Training Naval Air Station Corpus Christi, TX 78419

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All naval aviators and naval flight officers assigned to duty as instructors within the Naval Air Training Command.

CATEGORIES OF RECORDS IN THE SYSTEM:

A record of flight instruction standardization and training required of naval aviators and naval flight officers assigned duty as instructors.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301, Departmental regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Scheduling of training flights. Qualification and designation as a flight instructor. Initial qualification and re-designation in type aircraft to instruct. Used by Commanding Officers and training personnel of the command to which the individual is assigned. Administration of the FIST Program.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders in metal file cabinets.

RETRIEVABILITY:

Name, rank, and social security number.

SAFEGUARDS:

Access is restricted to the individual, his commanding officer, or those involved in maintaining training records. The file cabinets containing the jackets are in command areas under normal military 24 hour security measures.

RETENTION AND DISPOSAL:

Jackets are retained in the individual's command until detachment, at which time it is given to the individual.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Air Training, Naval Air Station, Corpus Christi, TX 78419

NOTIFICATION PROCEDURE:

The individual is informed that the FIST jacket is being maintained, participates in its development and, additionally, is required to review the jacket with his instructor periodically.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting content and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Academic tests Flight performance evaluation Check flight evaluation Instructor's evaluation Command determinations Personal input

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01070-12

SYSTEM NAME:

Administrative Files System

SYSTEM LOCATION:

Naval Investigative Service (NIS) Headquarters PO Box 16230, Suitland, Md. 20746

Decentralized Segments - Naval Investigative Service Regional Offices (NISROs) retain duplicate copies of certain segments of the administrative files. Addresses of these offices are included in the directory of Department of the Navy mailing list.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Past and present civilian, military and foreign national personnel assigned world-wide NIS.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personnel Management System - an automated management information and statistical system containing all needed items of personnel information.

Special Agent Career Development Files - a compendium of Civil Service Performance Evaluation and Ratings and all correspondence unique to the NIS Special Agent, including annual physical examinations, which has a bearing on world-wide assignability, promotion and general career assessment.

Weapons Inventory File - an automated file containing the credential number, badge, weapons and handcuffs assigned to each NIS criminal investigator.

Personnel Security Clearance File - an automated file containing the classified material access level and date of last security clearance for assigned civilian and military personnel of NIS.

Personnel Utilization Data File - an automated file designed to provide statistical information regarding the manner by which available NIS manhours are expended in the execution of its assigned investigative and counterintelligence mission. The file is formed by the submission (monthly) of individual manhour diaries. All assigned personnel input to this system; their manhours are categorized by function.

Freedom of Information and Privacy Requests File. Records relating to requests for information pursuant to the Freedom of Information Act and the Privacy Act of 1974, and responses thereto.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301; Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Personnel Management System is used in preparation of virtually all personnel documents and personnel statistical studies. It provides such information as the average grade, the total number and composition of personnel at each NIS component and the past assignments of personnel. It is used on a daily basis by personnel technicians and management level personnel in the formation and execution of staffing actions for the various NIS components, informal verification of employee's tenure and the compilation of necessary statistical studies.

Special Agent Career Development Files - The information in these files is used for within-agency decisions regarding reassignment, promotion, career training and long-range development. They form within-agency repository for both adverse and favorable documents regarding Special Agents. The files have a long-range fuction - that of forming the basis for law enforcement retirement service certification. Though part of the file is duplicated in the Official File maintained by the Civilian Personnel Office, the Special Agent Career Development file is considered priviledged information and its contents are not released outside NIS. Within NIS, the files are maintained and controlled exclusively within the Career Services Division, NIS Headquarters and by assigned personnel to that Division. The files are released for review only to senior management personnel of NIS.

Weapons Inventory File - used to identify and inventory credentials, weapons, badges and handcuffs issued to authorized NIS personnel.

Personnel Security Clearnace File - used to informally verify and authenticate security clearances issued to NIS personnel. The file has a daily working purpose of acting as a check sheet for the updating of security clearances. It further is the file referred to when the director, NIS, is required to certify th access level of certain assigned NIS personnel to other Navy commands as well as civilian contractors.

Personnel Utilization Data File - a statistical file from which an indepth analyses of manhour expenditures are surveyed. The file is highly automated and used exclusively within NIS. The various analyses drawn from the file are used to modify the staffing levels at various NIS components based on actual work level. It further provides a tool to NIS management to gauge the efficiency of all components by comparing their workload with the amount of manhours available.

The records in this system are referred, as appropriate to authorized governmental units, such as Office of Civilian Manpower Management and Civil Service Commission, making various personnel determinations, e.g., retirement, awards, disciplinary action; to law enforcement personnel conducting criminal or suitability investigations; to DoD components, other agencies or industrial firms requiring confirmation of security clearance level; to higher authority for statistical purposes; limited response to credit queries; and medical records to personal physicians.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The Personnel Management System, Weapons Inventory File, Personnel Security Clearance File and the Personnel Utilization Data File are stored on magnetic tape in an automated system. The Personnel Management System is composed of visible file cards and computer paper printouts; the Personnel Security Clearance File is composed of computer paper printouts and associated Department of Defense security certification documents, the latter being filed in individual file folders; the Weapons Inventory File and the Personnel Utilization Data File are composed of computer paper printouts only.

The Special Agent Career Development files are composed exclusively of paper records in file folders.

RETRIEVABILITY:

Information is accessed and retrieved by name only in the Special Agent Career Development File. The Weapons Inventory File is queried by either name only or by item number (i.e., badge, credential, weapon, handcuff serial number).

The Personnel Management System is accessed by name and SSAN; retrieval is by individual data characteristic such as GS-grade level, duty-station, special qualifications, language qualifications or it my be retrieved by name only or in conjuction with the SSAN.

The Personnel Utilization Data File is normally accessed and retrieved by location and functional category of employment (i.e., Special Agent, clerical, etc.). The capability exists, however, to retrieve by SSAN. The Personnel Security Classification File is a subordinate file to the Personnel Management System. Accession is by name and SSAN. Retrieval is accomplished by computer paper printout in both alphabetical and duty-station format.

SAFEGUARDS:

All files in this system are protected by limited, controlled access, safes, and locked cabinets and doors. Futher, visitor control and secure computer software measures (where applicable) are utilized.

RETENTION AND DISPOSAL:

Personnel indexed in the Personnel Management System and the Personnel Security Clearance File are deleted from the magnetic tape data storage upon termination of employment. Residual paper records are retained from two to five years.

Personnel indexed in the Weapons Inventory File are deleted at such time as assigned equipment is returned and accounted for. Residual paper printouts are destroyed at least semi-annually.

The Special Agent Career Development Files are semi-permanent and are retained, at least in essential skeletal format, indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Naval Investigative Service, P.O. Box 16230, Suitland, Md. 20746

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager, above. Individuals submitting requests should provide their full name, date of birth, SSAN and dates of employment or assignment with NIS.

In the case of personal visits, individuals requesting access to files in this system will be required to present reasonable proof of identity to minimally include a drivers' license or similar document at least one of which must bear a current photograph and be able to provide (orally) some element of unique identifying data such as name of spouse or a past duty-station with NIS.

RECORD ACCESS PROCEDURES:

Access to files in this system may be gained by written notification or personal visit to the Naval Investigative Service Headquarters at the location specified above. Requests should be directed to the Information and Privacy Coordinator.

CONTESTING RECORD PROCEDURES:

The agency's rule for access to records and for contesting contents and appealing initial determinations by the inividual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

In the case of Personnel Management System and the Personnel Utilization Data System, the individual employee is the prime source of information both for initial access to the files as well as periodic update. The Personnel Security Clearance File information is obtained as a sub-file to the Personnel Management System. The information for the Weapons Inventory File is obtained from personnel charged with the issuance of various items inventoried therein (with verification by the personnel to whom the items are issued.)

Information for the Special Agent Career Development File is recieved from the individuals supervisors, from various Naval Commands and other Federal and State agencies with whom the Special Agent has had professional contact and from the individual himself. Also, this file contains copies of each physical examination required annually of assigned civilian Special Agents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N01070-13

SYSTEM NAME:

Nuclear Program Interview and Screening

SYSTEM LOCATION:

Naval Sea System Command (Code 08), Washington, D.C. 20362

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Personnel interviewed or considered for assignment or retention in the Naval Nuclear Power Program

CATEGORIES OF RECORDS IN THE SYSTEM:

Interview appropriation folder, interview chronology, interview index card, Navy Enlisted Nuclear Program Technical Screening Sheets, Nuclear Propulsion Officer Candidate Records

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Determine eligibility for Naval Nuclear Power Program, maintaining statistical and accounting records, and other administrative uses.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, loose leaf binders, and index card box

RETRIEVABILITY:

Name, chronological, Navy rate (if applicable), Social Security Number, approximate date of screen

SAFEGUARDS:

Located in restricted area

RETENTION AND DISPOSAL:

Indefinitely

SYSTEM MANAGER(S) AND ADDRESS:

Naval Sea Systems Command (Code 08), Washington, D.C. 20362

NOTIFICATION PROCEDURE:

Contact System Manager; provide full name, Navy rate (if applicable), Social Security Number, Nuclear Power School Class or dates at attendance (if applicable) and proof thereof, dates of service or screening and proof thereof.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORY:

Individual; Bureau of Naval Personnel; U.S. Naval Academy; current and/or previous commands; Director, Division of Naval Reactors

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01070-14

SYSTEM NAME:

Next of Kin Information for Sea Trial Riders

SYSTEM LOCATION:

Naval Sea Systems Command Code 08 Washington, D.C. 20362

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals attending nuclear propulsion plant sea trials of Navy ships

CATEGORIES OF RECORDS IN THE SYSTEM:

Names and addresses of next of kin; name, Social Security Number and security clearance of individual

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301, Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To maintain information necessary for individuals to attend nuclear propulsion plant sea trials; Associate Director for Surface Ships and staff

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

3 x 5 index cards

RETRIEVABILITY:

Alphabeticly by name

SAFEGUARDS:

Locked in 3-way combination safe in a restricted area

RETENTION AND DISPOSAL:

Indefinitely

SYSTEM MANAGER(S) AND ADDRESS:

Naval Sea Systems Command Code 08 Washington, D.C. 20362

NOTIFICATION PROCEDURE:

Contact System Manager; Provide name and social security number and identify sea trials attended

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

From the individual

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01070-2

SYSTEM NAME:

Naval Attache Files

SYSTEM LOCATION:

Commander Naval Intelligence Command, 4600 Silver Hill Road, Washington, DC 20389

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

U.S. Navy and Marine Corps Officers nominated and/or assigned to duty in the Defense Attache System (DAS)

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains records concerning the service and personal history of officers nominated and/or assigned to duty in the DAS and their dependents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Security Act of 1974, as amended; 5 USC 301, Departmental regulations; 10 USC 503, Department of the Navy; 10 USC 6011, Navy Regulations; 44 USC 3101, Records Management by federal agencies; United States Navy Regulations, 1973 Executive Order 11652, Classification and declassification of National Security Information and Material

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

By offices of the Navy, DOD and State to determine suitability of personnel for security clearances and assignment to the DAS.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper files in folders stored in standard GSA safes.

RETRIEVABILITY:

By name of officer.

SAFEGUARDS:

Records are stored in a controlled access area and are accessible only to a very limited number of authorized personnel with proper security clearance and demonstrated need for access.

RETENTION AND DISPOSAL:

Records are opened on individuals when first nominated for attache duty, and retained until six months after completion of attache duty.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Intelligence Command, 4600 Silver Hill Road, Washington, DC 20389

NOTIFICATION PROCEDURE:

Information may be obtained by written request to the system manager, giving full name, residence address, and date and place of birth. A notarized statement may be required for identity verification.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Data is gained from the subjects of the file, BUPERS and Headquarters Marine Corps files of subject's fitness reports, DIS/NIS background, investigations and other sources who are familiar with the subject.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N01070-3

SYSTEM NAME:

Navy Personnel Records System

SYSTEM LOCATION:

Primary System-Bureau of Naval Personnel, Navy Department, Washington, D.C. 20370; Naval Reserve Personnel Center, Naval Support Activity (East Bank), Bldg. 603, New Orleans, LA 70159; and local activity to which individual is assigned (see Directory of the Department of the Navy Mailing Addresses).

Secondary System-Department of the Navy Activities in the Chain of Command between the local activity and the Headquarters level (see Directory of the Department of the Navy Mailing Addresses); Federal Records Storage Centers; National Archives.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Navy military personnel: officers, enlisted, active, inactive, reserve, fleet

reserve, retired, midshipmen, officer candidates, and Naval Reserve Officer Training Corps personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personnel Service Jackets and Service Records, correspondence and records in both automated and non-automated form concerning classification, assignment, distribution, promotion, advancement, performance, recruiting, retention, reenlistment, separation, training, education, morale, personal affairs, benefits, entitlements, discipline and administration of Navy military personnel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Department of the Navy in the performance of their official duties related to the management, supervision, and administration of Navy military personnel and the operation of personnel affairs and functions; the design, development, maintenance and operation of the manual and automated system of records.

The Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office relating to the Navy's military manpower management program.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies. State, local, and foreign (within Status of Forces agreements) law enforcement agencies or their authorized representatives in connection with litigation, law enforcement, or other matters under the jurisdiction of such agencies.

Officials and employees of other components of the Department of Defense in the performance of their official duties related to the management, supervision and administration of military personnel and the operation of personnel affairs and functions.

Officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management, supervision and administration of military personnel and the operation of personnel affairs and functions.

Officials and employees of the National Research Council in Cooperative Studies of the National History of Disease; of Prognosis and of Epidemology. Each study in which the records of members and former members of the Naval Service are used must be approved by the Chief of Naval Personnel.

Officials and employees of the Department of Health and Human Services, Veterans' Administration, and Selective Service Administration in the performance of their official duties related to eligibility, notification and assistance in obtaining benefits by members and former members of the Navy. The Senate of the House of Representatives of the United States or any Committee or subcommittee thereof, any joint committee of Congress or any subcommittee of joint committees on matters within their jurisdiction requiring disclosure of the files or records of Navy military personnel. Officials and employees of Navy Relief and the American Red Cross in the performance of their duties related to assistance of the members and their dependents and relatives.

Duly appointed Family Ombudsmen in the performance of their duties related to the assistance of the members and their families.

State and local agencies in performance of their official duties related to verification of status for determination of eligibility for Veterans' Bonuses and other benefits and entitlements.

Such Civilian Contractors and their employees as are or may be operating in accordance with an approved, official contract with the U.S. Government. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary. Officials and employees of the Office of the Sergeant at Arms of the United States House of Representatives in the performance of official duties related to the verification of the active duty naval service of members of Congress.

Officials and employees of the Office of the Sergeant at Arms of the United States House of Representatives in the performance of official duties related to the verification of the active duty naval service of Members of Congress.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records may be stored on magnetic tapes, disc, drums and on punched cards.

Manual records may be stored in paper file folders, microfiche or microfilm.

RETRIEVABILITY:

Automated records may be retrieved by social security account number and/or name.

Manual records may be retrieved by name, social security account number, enlisted service number, or officer file number.

SAFEGUARDS:

Computer and punched card processing facilities and terminals are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need to know.

RETENTION AND DISPOSAL:

Records are retained or disposed of in accordance with SECNAVINST P5212.5, subj: Disposal of Navy and Marine Corps Records.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Personnel, Washington, D.C. 20370; Commanding Officers, Officers in Charge, and Heads of Department of the Navy activities as listed in the Directory of the Department of the Navy Mailing Addresses.

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to: Commander, Naval Military Personnel Command (ATTN: Privacy Act Coordinator), Navy Department, Washington, DC 20370, or, in accordance with the Directory of the Department of the Navy Mailing Addresses (i.e., local activities). The letter should contain full name, social security account number (and/or enlisted service number/officer file number), rank/rate, designator, military status, address, and signature of the requestor.

The individual may visit the Commander, Naval Military Personnel Command, Arlington Annex (FOB 2), Washington, D.C., for assistance with records located in that building; or the individual may visit the local activity to which attached for access to locally

maintained records. Proof of identification will consist of Military Identification Card for persons having such cards, or other picture-bearing identification.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Officials and employees of the Department of the Navy, Department of Defense, and components thereof, in performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; educational institutions; federal, state, and local court documents; civilian and military investigatory reports; general correspondence concerning the individual; official records of professional qualifications; Navy Relief and American Red Cross requests for verification of status.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552a (k) (1) and (5), as applicable. For additional information contact the System Manager.

N01070-4

SYSTEM NAME:

NAVAL RESERVE SECURITY GROUP PERSONNEL RECORDS

SYSTEM LOCATION:

Commander, Naval Security Group Command Naval Security Group Headquarters 3801 Nebraska Avenue, NW, Washington D.C. 20390

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Naval Reserve Security Group Personnel

CATEGORIES OF RECORDS IN THE SYSTEM:

System comprises records reflecting information pertaining to reservist's ACDUTRA (Active Duty for Training); miscellaneous personnel actions, i.e., in-training status for change of rank/designator/rate; clearance certificate; congratulatory letters to officers upon promotion; history of past ACDUTRA performed; correspondance courses completed; old data cards and clearance eligibility letters

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 DEPARTMENTAL REGULATIONS

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Reserve Personnel Support Branch - to verify: past active duty and ACDUTRA performed; currency of clearance status; mobilization assignment; civilian skills acquired

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper-records in file folders

RETRIEVABILITY:

Filed alphabetically by last name of reservist

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained

RETENTION AND DISPOSAL:

Records are retained in active file until reservist has fulfilled drilling obligation or upon discharge or transfer to stand-by reserve

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Security Group Command Naval Security Group Headquarters 3801 Nebraska Avenue, NW, Washington D.C. 20390

NOTIFICATION PROCEDURE:

a. Send request to SYSMANAGER

b. Full name, DPOB, military status, SSAN (if you will voluntarily include it) or service number

c. Visits for the purpose of obtaining information must be submitted in writing to Commander, Naval Security Group Command, 3801 Nebraska Avenue, NW, Washington D.C., 20390, who will advise of time/date/place for viewing records or will advise whether system contains records pertaining to the requestor

d. Scheduled visitors must be prepared to present adequate proof of identification - i.e., combination of full name, DPOB, parent(s) name, driver's license, medicare card, military I.D. card, if applicable

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the System Manager

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager

RECORD SOURCE CATEGORIES:

District Officers for Naval Reserve Security Group Commanding Officers of Naval Reserve Security Group Divisions Commanding Officer, Naval Technical Training Center, Pensacola, FL

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N01070-5

SYSTEM NAME:

Personnel Resources Information System for Management (PRISM)

SYSTEM LOCATION:

Commander, Naval Security Group Command Naval Security Group Headquarters 3801 Nebraska Avenue, NW, Washington, D. C. 20390

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty Navy and Marine Corps personnel and Naval and Marine Corps Reserve personnel affiliated with the Naval Security Group. Also civilian personnel holding a NAVSECGRU clearance.

CATEGORIES OF RECORDS IN THE SYSTEM:

System comprises automated records reflecting information pertaining to the pesonnel identification, location, current duties, professional qualifications and experiences, education, rotation data, personal information (marital status, dependents, home of record) and career information (dates of expiration of enlistment, release from active duty and security clearance data)

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 DEPARTMENTAL REGULATIONS

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Military and civilian personnel of the Naval Security Group Headquarters in the performance of their official duties relating to the planning and management of NAVSECGRU personnel resources. Regularly produced management reports are used to determine: adequacy of the personnel manning posture (quantitatively and qualitatively) at NAVSECGRU field activities; trends concerning levels of

various NAVSECGRU personnel skills; trends in enlistments, re-enlistments, training quotas, retirements; also, data base is often queried for one-time, non-routine information to satisfy priority requirements. Personnel of the Bureau of Naval Personnel use the system regularly to assist in meeting authorized NSG personnel requirements and identification of NSG training requirements. Civilian and Military officials of the National Security Agency use overall NAVSECGRU population distribution to assess adequacy of personnel levels and skills in meeting national cryptologic requirements. NAVSECGRU Area Directors in Atlantic, Pacific and European Commands in order to determine manning and skill posture within their respective theaters. Officials of NAVSECGRU field stations world-wide in order to determine numbers and skills of personnel ordered to report for duty. Officials of Naval Technical Center Pensacola Florida for purpose of mailing advancement examinations and other training materials.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored on magnetic tapes, discs, punched cards, microfiche and computer paper printouts.

RETRIEVABILITY:

Records are retrieved by name, social security number, skill codes, duty stations, career information (dates of enlistment, expected release), education, rating and paygrade.

SAFEGUARDS:

The computer facility and terminal are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained. Records and computer printouts are available only to authorized personnel having a need to know.

RETENTION AND DISPOSAL:

Computer magnetic tapes are erased three months after they are created. Punched cards are converted to magnetic tape and destroyed. Microfiche and paper printouts are retained 3 years or until superseded.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Security Group Command Naval Security Group Headquarters 3801 Nebraska Avenue, NW, Washington, D.C. 20390

NOTIFICATION PROCEDURE:

Send request to SYSMANAGER. Full name, DPOB, military status, SSAN (if you will voluntarily include it) or service number.

Visits for the purpose of obtaining information must be submitted in writing to Commander, Naval Security Group Command, 3801 Nebraska Avenue, NW, Washington, D.C. 20390, who will advise of time/date/place for viewing records or will advise whether system contains records pertaining to the requestor. Scheduled visitors must be prepared to present adequate proof of identification - i.e., combination of full name, DPOB, parent(s) name, driver's license, medicare card, military I.D. card, if applicable.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting content and appealing initial determination by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Chief of Naval Personnel MAPMIS (Manpower Management Information System) ADP file; Naval Security Group field sites; Naval Security Group Field Office Representatives.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01070-6

SYSTEM NAME:

Employee Explosives Certification Program

SYSTEM LOCATION:

Organization elements of the Department of the Navy as listed in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel involved in the process or evolutions of explosives operations

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual certifying document and combined register of all employees certified

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To record the names of all employees and their qualifications to work in certain categories of explosives operations

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folder, punched cards

RETRIEVABILITY:

SSN, Name

SAFEGUARDS:

Personnel escort required

RETENTION AND DISPOSAL:

Permanent, unless employee terminates or is no longer involved in explosives processes. Document returned to employee's department for routine disposal after deletion from program

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer or head of the organization in question. See directory of Department of Navy mailing addresses.

NOTIFICATION PROCEDURE:

Individuals may inspect personnel certifying documents at local activity to which individual assigned. Requesters must be escorted and provide identification for inspection of their personnel records.

RECORD ACCESS PROCEDURES:

The agency rules for access to records may be obtained from the System Manager

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager

RECORD SOURCE CATEGORIES:

Personnel files, previous supervisors

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01070-7

SYSTEM NAME:

Resale System Military Management Information System

SYSTEM LOCATION:

Commander Navy Resale and Services Support Office 3rd Avenue and 29th Street Brooklyn, NY 11232

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Present and past military officer and key enlisted personnel assigned to the Navy Resale System.

CATEGORIES OF RECORDS IN THE SYSTEM:

Management Information System (including: Name; rank or rate; social security number; designation date of rank; date reported; rotation date; educational level; lineal number; dependency status) Card file on officers assigned (including: dates in navy resale system; location of assignments) Correspondence folder with Officer and senior enlisted personnel (containing: preference of assignment; biographical information; and orders)

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5USC301 and 10USC5031

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by Department of the Navy Personnel in the performance of their official duties related to determining recommended replacements for key military personnel; recommending actions to the officer, personnel division, Navy Systems Command; and keeping a record of orders and pertinent correspondence with individual personnel.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The media in which these records are maintained vary, but include: Magnetic tape; printed reports; card files and file folders.

RETRIEVABILITY:

Name: rank or rating, social security number

SAFEGUARDS:

Locked file cabinets; locked archives; supervised office spaces and supervised computer tape library which is accessable only through the computer center (entry to computer center is controlled by a combination lock known by authorized personnel only).

RETENTION AND DISPOSAL:

Navy exchange records retention standards are contained in the 'Disposal of Navy and Marine Corps Records, Part II Chapters 4 and 5 and/or the Navy Exchange Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Policy Official Commander Navy Resale and Services Support Office 3rd Ave. and 29th St. Brooklyn, Ny. 11232

Record Holder Director, Office of Military Personnal (OMP) Navy Resale and Service Support Office 3rd Ave. and 29th St. Brooklyn, Ny. 11232

NOTIFICATION PROCEDURE:

Written contact may be made by addressing inquiries to: Commander Navy Resale and Services Support Office 3rd Ave. and 29th St. Brooklyn, Ny. 11232

In the initial inquiry, the requester must provide full name, social security number and military duty status. At the time of a personal visit, the requester must provide proof of identity containing the requester's signature.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contestng contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

U.S. Navy Manpower Information System; the Bureau of Personnel Navy); the individual; the individual's superior officer.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01070-8

SYSTEM NAME:

Correction Board Case Files System.

SYSTEM LOCATION:

Board for Correction of Naval Records, Department of the Navy, Washington, D.C. 20370; decentralized segments located in the Naval Military Personnel Command, Headquarters, U.S. Marine Corps, and the individual military personnel record of the service member concerned.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any member or former member of the U.S. Navy or Marine Corps who has applied for the correction of his/her naval record.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records consist of file cards with basic information and computer records derived therefrom, case files containing records of board proceedings, material submitted for correction and supporting documentation, correspondence and transcripts of board formal hearings. The basic case information and computer records derived therefrom include the following: rank; social security number/service number; docket number; date application received; subject category; subject category description; examiner's initials; date examiner assigned; branch of service; board decision; date of board decision; date decision promised if interested members of Congress; date case forwarded to the Secretary of the Navy; lineal number of officer applicant; officer designated; date officer case forwarded to Naval Military Personnel Command/Commandant of the Marine Corps; date officer case returned from Naval Military Personnel Command/Commandant of the Marine Corps; date advisory opinion requested; identity of advisor's organization; date advisory opinion received; date service record ordered; date medical record ordered; date court-martial record ordered; date confinement record order; date Navy Discharge Review Board record ordered; date other record ordered; date service record received; date medical record received; date court-martial record received; date confinement record received; date Navy Discharge Review Board record received; date other record received; number of Navy applications received; number of Marine Corps applications received; total number of Navy and Marine Corps applications received; percent of total to grand total; total number of Navy discharge cases; total number Marine Corps discharge cases; Navy grant count; Navy deny count; Navy modify count; Marine grant; Marine deny count; Marine modify count.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 1552, Title 10 United States Code; Part 723 Title 32 Code of Federal Regulations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Internal:

Board for Correction of Naval Records-To review applicant's naval record to determine the existence of alleged error or injustice and to recommend appropriate corrective action when warranted-to report its findings, conclusions and recommendations to the Secretary of the Navy in appropriate cases-to respond to

inquiries from applicants, their counsel and members of Congress.

Naval Military Personnel Command-To provide advisory opinions in case involving present and former Navy personnel, to correct records of present and former Navy personnel in accordance with approved Board decisions.

Bureau of Medicine and Surgery-To provide advisory opinions on medical matters.

Naval Council of Personnel Board/Office of Naval Disability Evaluation-To provide advisory opinions on medical matters.

Headquarters, United States Marine Corps-To provide advisory opinions in cases involving present and former Marine Corps personnel, to correct records of present and former Marine Corps personnel in accordance with approved correction Board decisions.

Litigation Division, Office of the Judge Advocate General, Department of the Navy- To prepare legal briefs and answers to complaints against the Department of the Navy, etc.

External:

Department of Justice-to defend law suits instituted against the Department of the Navy in cases involving applications to the Board for Correction of Naval Records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained as paper and microfiche records in file folders, and manually retrieved file cards.

RETRIEVABILITY:

Records are filed alphabetically, by the last name of the applicant and are cross filed by docket number, and service or social security account numbers.

SAFEGUARDS:

Access to building is protected by uniformed security officers requiring positive identification; for admission after hours, records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

All file cards are permanently retained by the agency. Case files are permanent. They are retained in the active files for three years and then retired to the Washington National Records Center, Suitland, Maryland.

SYSTEM MANAGER(S) AND ADDRESS:

Executive Director, Board for Correction of Naval Records, Department of the Navy, Washington, D.C. 20370.

NOTIFICATION PROCEDURE:

Information should be obtained from the systems manager. Requesting individuals should specify a full name, and social security account numbers or service numbers. Visitors should be able to provide proper identity, such as a drivers license. Written requests must be signed by a requester or his/her legal representative.

RECORD ACCESS PROCEDURES:

Information may be obtained from the Board for Correction of Naval Records, Department of the Navy, Washington, D.C. 20370 by providing name, military status, branch of service and social security number. Current address and telephone numbers should be included. Personal visits may be made only to the Board for Correction of Naval Records, Arlington Annex, Columbia Pike and Southgate Road, Arlington, Virginia. For personal visits, identification will be required.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents of records and appealing initial determinations by the individual concerned may be obtained from the systems manager.

RECORD SOURCE CATEGORIES:

All official Naval records, Veteran's ADMINISTRATION AND POLICE AND LAW enforcement records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N01070-9

SYSTEM NAME:

White House Support Program

SYSTEM LOCATION:

White House Liaison Office, Office of the Secretary of the Navy, Department of the Navy, Washington, DC 20350.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Navy and Marine Corps military and civilian personnel and contractor employees who have been nominated by their employing activities for assignment to Presidential support duties.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personnel records, correspondence, and other documents and records in both automated and nonautomated form concerning classification, security clearances, assignment, training, and other qualifications relating to suitability for Presidential support duties.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Department of the Navy, other components of the Department of Defense, and Executive Office of the President in the performance of their official duties related to personnel administration and the evaluation and nomination of individuals for assignment to Presidential support duties; officials and employees of other federal agencies and offices, upon request, in the performance of their official duties related to the provision of Presidential support and protection; the Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies. General use and purpose: To insure that only those individuals most suitably qualified are assigned to duty in Presidential support activities.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records may be stored on magnetic tapes, disc drums, and on punched cards. Manual records may be stored in file folders, or microform.

RETRIEVABILITY:

Manual Records: By name if individual has been nominated and not yet approved. By OSD approval date if individual has been approved, and by employing activity removal date if an individual is removed from assignment for cause. Automated records may be retrieved by name, social security number, and control number.

SAFEGUARDS:

Records are afforded appropriate protection at all times, stored in locked rooms and locked file cabinets, and are accessible only to authorized personnel who have a definite need to know and who are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Records are retained or disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps records.

SYSTEM MANAGER(S) AND ADDRESS:

Administrative Aide to the Secretary of the Navy, Navy Department, Washington, D.C. 20350

NOTIFICATION PROCEDURE:

Requests from individuals by correspondence should be addressed to the Office of the Administrative Aide to the Secretary of the Navy, Navy Department, Washington, D.C. 20350. Visits are limited to the Office of the Administrative Aide to the Secretary of the Navy. Written requests should contain the full name of the individual and his social security number. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, etc.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Officials and employees of the Department of the Navy and other Department of Defense components; federal, state, and local court documents; civilian and military investigative reports; general correspondence concerning the individual; and federal and state agency records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552a (k)(1), (2), (3) and (5), as applicable. For additional information, contact the System Manager.

N01080-1

SYSTEM NAME:

Enlisted Master File Automated System

SYSTEM LOCATION:

Bureau of Naval Personnel, Navy Department, Washington, D. C. 20370; Personnel Management Information Center, New Orleans, LA 70159; Naval Reserve Personnel Center, New Orleans, LA 70159

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Navy Enlisted Personnel: Active and Inactive

CATEGORIES OF RECORDS IN THE SYSTEM:

Computer file contains data concerning enlisted assignment, planning, programming, accounting, promotions, career development, procurement, education, training, retirement, performance, security, personal data, qualifications, programming, and enlisted reserve drill data. The system also contains Activity Personnel Diaries, personnel accounting documents, Reserve Unit Drill reports and other personnel transaction documents necessary to maintain file accuracy and currency; and all computer extracts, microform, and printed reports therefrom.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Department of the Navy in the performance of their official duties related to the Navy's military management program, of Navy enlisted personnel and the operation of personnel affairs and functions; the design, development, maintenance and operation of the automated system of records.

Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office relating to the management, supervision, and administration of Navy enlisted personnel.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies.

Officials and employees of other components of the Department of Defense in the performance of their official duties related to the management, supervision and administration of Navy enlisted personnel and the operation of personnel affairs and functions.

Officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management, supervision and administration of Navy enlisted personnel and the operation of personnel affairs and functions. The Senate or the House of Representatives of the United States or any committee or subcommittee therof, on matters within their jurisdiction requiring disclosure of the files or records of Navy enlisted personnel.

Such civilian contractors and their employees as are or may be operating in accordance with an approved, official contract with the U. S. Government. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records are stored on magnetic tapes, disks, drums and on punched cards.

Printed reports and other related documents supporting the system are stored in authorized areas only.

RETRIEVABILITY:

Automated records are retrieved by Social Security Account Number.

SAFEGUARDS:

Within the computer center, controls have been established to desseminate computer output over the counter only to authorized users. Specific procedures are also in force for the disposal of computer output. Output material in the sensitive category, i.e., inadvertant or unauthorized disclosure will result in harm, embarrassment, inconvience or unfairness to the individual, will be shredded. Computer files are kept in a secure, continuously manned area and are accessible only to authorized computer operators, programmers, enlisted managment, placement, and distributing personnel who are directed to respond to valid, official requests for data. These accesses are controlled and monitored by the Security System.

RETENTION AND DISPOSAL:

Automated records are retained in accordance with MAPMIS manual (periods range from 1 month to permanent).

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Personnel, Navy Department, Washington, D. C. 20370

NOTIFICATION PROCEDURE:

Requests by correspondence from active duty enlisted personnel shall be

addressed to : Chief of Naval Personnel (Attn: Privacy Act Coordinator), Navy Department, Washington, D. C. 20370; requests by correspondence from inactive duty and reserve personnel shall be addressed to: Commanding Officer, Naval Reserve Personnel Center (Attn: Privacy Act Coordinator), New Orleans, La 70159; request shall contain full name, social security account number, rank, status, and signature of requestor.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Officials and employees of the Department of the Navy and Department of Defense and Components thereof in performance of their office duties and as specified by current instructions and regulations promulgated by competent authority; educational institutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01080-2

SYSTEM NAME:

Officer Master File Automated System

SYSTEM LOCATION:

Bureau of Naval Personnel, Navy Department, Washington, D.C. 20370; Personnel Management Information Center, New Orleans, LA 70159; Naval Reserve Personnel Center, New Orleans, LA 70159

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Naval Officers; commissioned, warrant, active, inactive; officer candidates, and Naval Reserve Officer Training Corps personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Computer file contains data concerning officer assignment, planning, accounting, promotions, career development, procurement, education, training, retirement, performance, security, personal data, qualifications, programming, and Reserve Officer drill data. System also contains activity Personnel Diaries, personnel accounting documents, Reserve Unit Drill Reports and other personnel transaction documents necessary to maintain file accuracy and currency; and all computer file extracts, microform and printed reports therefrom.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Department of the Navy in the performance of their official duties related to the management, supervision, and administration of Navy officer personnel and the operation of personnel affairs and functions; the design, development, maintenance and operation of the automated system of records.

The Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office relating to the Navy's military manpower management program. The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executvie Branch agencies.

Officials and employees of other components of the Department of Defense in the performance of their official duties related to the management, supervision and administration of Navy officer personnel and the operation of personnel affairs and functions.

Officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management, supervision and administration of Navy officer personnel and the operation of personnel affairs and functions. The Senate or the House of Representatives of the United States or any committee or subcommittee therof, on matters within their jurisdiction requiring disclosure of the files or records of Navy officer personnel.

Such Civilian Contractors and their employees as are or may be operating in accordance with an approved, official contract with the U.S. Government. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated Records are stored on magnetic tapes, disks, drums and on punched cards. Printed reports and other paper documents supporting the system are stored in authorized personnel areas only.

RETRIEVABILITY:

Automated records are retrieved by Social Security Account number.

SAFEGUARDS:

Within the computer center, controls have been established to disseminate computer output over the counter only to authorized users. Specific procedures are also in force for the disposal of computer output. Output material in the sensitive category, i.e., inadvertent or unauthorized disclosure that would result in harm, embarrasment, inconvenience or unfairness to the indiviual, will be shredded. Computer files are kept in a secure, continuously manned area and are distributing personnel who are directed to respond to valid, official request for data. These accesses are controlled and monitored by the Security System.

RETENTION AND DISPOSAL:

Records are retained in accordance with MAPMIS Manual (periods range from 1 month to permanent).

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Personnel, Department of the Navy, Washington, D.C. 20370.

NOTIFICATION PROCEDURE:

Active duty Navy Officers/Officer Candidates shall request by correspondence addressed to: Chief of Naval Personnel (Attn: Privacy Act Coordinator) Navy Department, Washington, D.C. 20370. Naval Reserve and retired officers shall request by correspondence from commanding officer, Naval Reserve Personnel Center, New Orleans, LA 70159. Requests shall contain full name, Social Security Account Number, rank, status, address and signature of the requestor.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual

concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Officials and employees of the Department of the Navy, Department of Defense and components therof, in performance of their official duties and as specified by current Instructions and Regulation promulgated by competent authority; official records of professional qualifications; Educational institutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01130-1

SYSTEM NAME:

Low Quality Recruiting Report

SYSTEM LOCATION:

Commander, Naval Recruiting Command 4015 Wilson Blvd Arlington, Va 22203

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Reports of enlisted performance

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports of performance

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by the Navy Recruiting Command and the Chief of Naval Education and Training, Chief of Naval Technical Training, and the Recruit Training Center to evaluate the quality of recruits with a view towards improvement of recruitment and training.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File Folder

RETRIEVABILITY:

Random filing by submitting activity

SAFEGUARDS:

Maintained in locked safe in controlled building

RETENTION AND DISPOSAL:

Two years

SYSTEM MANAGER(S) AND ADDRESS:

Commander Navy Recruiting Command

NOTIFICATION PROCEDURE:

By individual request upon presentation of letter or identification. Must provide program and name.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Service Record entries, Commanding Officers performance evaluations

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01131-1

SYSTEM NAME:

Officer Selection and Appointment System

SYSTEM LOCATION:

Primary System - Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203 Decentralized segments - Headquarters, Navy Recruiting Activities and subsidiary offices; Armed Forces Entrance and examining Centers; Bureau of Naval Personnel; Bureau of Medicine and Surgery; National Personnel Records Centers; Naval Reserve Units; Naval Education and Training Activities; NROTC Units; Naval Sea Systems Command Headquarters; Naval Intelligence Command and subsidiary activities; Department of Defense Medical Examination Review Board.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have made application for direct appointment to commissioned grade in the Regualr Navy or Naval Reserve, applied for officer candidate program leading to commissioned status in the U.S. Naval Reserve, applied for a Navy/Marine Corps sponsored NROTC scholarship program or preparatory school program, applied for interservice transfer to Regular Navy or Naval Reserve.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records and correspondence in both automated and non-automated form concerning any applicant's personal history, education, professional qualifications, physical qualifications, mental aptitude, character and interview appraisals, National Agency Checks and certifications of background investigations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Sections governing authority to appoint officers. 10 USC Sections 591, 600, 716, 2107, 2122, 5579, 5600. Merchant Marine Act of 1939 (as amended); Executive Orders 9397, 10450, 11652; 5 USC 301 Departmental Regulations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Department of the Navy in the performance of their duties in managing and contributing to the recruitment of qualified men and women for officer programs in the regular and reserve components of the Navy.

Officials and employees of the Department of Defense in the performance of their official duties.

Officials and employees of the Department of Transportation in the performance of their official duties.

The Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office relating to the management of quality military recruitment.

The Attorney General of the United States or his authorized representatives in connection with litigation, fraudulent enlistment or other matters under the jurisdiction of such agencies. Officials and employees of other Departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management of quality military recruitment.

Officials and employees of the Veterans Administration and Selective Service Administration in the performance of their official duties related to enlistment and reenlistment eligibility and related benefits.

The Senate or the House of Representatives of the United States or any committee or subcommittee on matters within their jurisdiction requiring disclosure of files or records of personnel covered by this system.

Such civilian contractors and their employees as are or may be operating in accordance with an approved official contract with the U.S. Government.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records are stored on magnetic tape; paper records are stored in file folders.

RETRIEVABILITY:

Name and social security number applicant

SAFEGUARDS:

Records kept in file cabinets and offices locked after working hours. Based on requirements of user activity, some buildings have 24-hour security guards.

RETENTION AND DISPOSAL:

Application records maintained six months; after six months, summary sheets maintained for 5 years at National Record Storage Center. NROTC application records kept for current year only. Correspondence files maintained for two years.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to: Commander Naval Recruiting Command (Attn: Privacy Act Coordinator), 4015 Wilson Boulevard, Arlington, Va. 22203; or, Chief of Naval Reserve (Code 111C), New Orleans, Louisiana, 70146, or, to applicable Naval Recruiting District as listed under U.S. Government in white pages of telephone book. Letter should contain full name, address, social security account number and signature.

The individual may visit Commander, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Va. 22203. Proof of identification will consist of picture-bearing or other official identification.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Navy Recruiting personnel and employees processing application; Medical personnel conducting physical examination and private physicians providing consultations or patient history; character and employer references named by applicants; educational institutions, staff and faculty members; Selective Service Commission local state, and Federal law enforcement agencies; prior to current military service record; members of Congress; Commanding Officer of Naval Unit, if active duty; Department of Navy offices charged with personnel security clearance functions. Other officials and employees of the Department of the Navy, Department of Defense, and components thereof, in the performance of their official duties and as specified by current instructions and regulations promulgated by competent authority.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552 a (k)(1), (5), (6) and (7), as applicable. For additional information, contact the System Manager.

N01131-2

SYSTEM NAME:

U.S. Naval Academy Admissions Records

SYSTEM LOCATION:

U.S. Naval Academy, Leahy Hall, Annapolis, Maryland 21402.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All candidates for admission to the Naval Academy.

CATEGORIES OF RECORDS IN THE SYSTEM:

Admissions records, including information on nominations and appointments, and candidate guidance files. Admissions files contain personal data, personal statements, transcripts from previous academic institutions, admission tests results, physical aptitude exam results, recommendation letters from school officials and others, interest inventory, extracurricular activities report, and report of officer interview. Nominations and appointments records consist of card files all Congressional Offices and who each congressman appointed; files of candidates nominated for the following academic year; status cards, indexed by nominating source, of all candidates appointed, admitted, and graduated or resigned prior to graduation. Similar files are separately kept on foreign candidates. Candidate guidance files consist of precandidate questionnaires concerning educational background, personal data, physical data, extracurricular activities and employment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, 10 U.S.C. 6956, 6957, and 6958, 44 U.S.C. 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Nominations and admissions records, including pre-candidate questionnaires, are the starting point of records for all future midshipmen. They are used to keep track of all candidates nominated by Congress and other sources. All nominating sources have access to records. The Academy admissions department uses the records to determine qualification status for candidates. The records may also be used by various faculty department heads, and the Naval Academy Prep School.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

All records are filed in folders or index boxes, and stored in file cabinets in the appropriate offices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Basic admissions records are retrieved by use of a six digit candidate number. Nominations and Appointment records are indexed either by candidate names or by nomination source. Candidate guidance questionnaires are stored by candidate names alphabetically.

SAFEGUARDS:

Visitor control and all files are kept in locked file cabinets and locked offices.

RETENTION AND DISPOSAL:

Admissions records of admitted candidates are kept by the Registrar's office after a candidate reports. Unsuccessful candidate files are kept for one year in locked file, then destroyed. Nomination and Appointment files vary in retention. All Congressional Office card files are kept for 10 years on the premises. Status cards of admittees are kept until graduation or resignation, and then transferred to the Academy archives and microfilmed. Nominations files are disposed of yearly through normal refuse removal methods. Candidate guidance files are destroyed after one year.

SYSTEM MANAGER(S) AND ADDRESS:

Admissions Officer, Office of the Dean of Admissions, U.S. Naval Academy, Annapolis, Maryland 21402.

NOTIFICATION PROCEDURE:

Written request may be made to the system manager.

RECORD ACCESS PROCEDURES:

Rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

Rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Educational institutions, nominating sources, individual candidates, school officials, personal statements, Blue and Gold officer interviews, and letters of recommendation.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N01133-1

SYSTEM NAME:

NAME/LEAD Processing System

SYSTEM LOCATION:

Primary System, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have responded to Navy advertising, requested their names not be used in future Navy advertising, students throughout the country who may be qualified for enlistment, first-term enlistees on active duty in the U. S. Navy, veterans, enlisted discharged personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Automated and non-automated form containing personal records and correspondence on both education, service, and Navy program information on potential Navy applicants.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 5531; Section 133, 503, 504, 508, 510; 5 USC Sections 301, 302; 44 USC Sections 3101, 3702

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Navy recruiting officials and employees in the performance of their official duties in managing the recruitment of men and women for officer and enlisted programs in the regular and reserve components of the Navy.

The Comptroller General or any of his authorized representatives, upon request, in the course of performance of the duties of the general accounting office.

Officials and employees of the Department of Defense in the performance of their official duties.

Civilian contractors and their employees who manage automated and

Officials and employees of the Department of Transportation in the performance of their official duties. manual categories of records in accordance with an approved, official contract with the U. S. Government.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records are maintained on disks, magnetic tape or on punched cards in a limited access area.

Computer print outs are stored in locked filing cabinets or file folders

RETRIEVABILITY:

Information can be accessed by name, program and social security account number.

SAFEGUARDS:

Lists and files are handled with maximum security during processing and storage, and are accessible to routine users only and then only through a selected group of individuals charged with security of the lists. Files are stored in a limited access area and coded so that only several persons have both knowledge of the code and access to the files.

RETENTION AND DISPOSAL:

A record is maintained of all outgoing automated responses, and disposed of in accordance with Departmental Regulations.

Compiled lists and commercial purchased lists are maintained for certain period of time depending on the usefulness and currentness of the information, and disposed of in accordance with Departmental Regulations.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Recruiting Adverstising Department, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203

NOTIFICATION PROCEDURE:

Requests should be addressed to: Director, Recruiting Advertising Department, Navy Recruiting Command, 4015 Wildon Boulevard, Arlington, Virginia 22203.

Requester is required to provide a full name, address, and signature.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Parents, influentials, friends and associates of the subject of the records and officials and employees of the Department of the Navy, Department of Defense, and the Veterans Administration in the performance of their official duties and as specified by current Instructions and regulations promulgated by competent authority.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01133-2

SYSTEM NAME:

Recruiting Enlisted Selection System

SYSTEM LOCATION:

Primary System - Commander Navy Recruiting Command Decentralized Segments - Navy Recruiting Area Commanders, Navy Recruiting District Headquarters, Navy Recruiting 'A' Stations, Navy Recruiting Branch Stations, AFEES.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records and corespondence pertaining to prospective applicants, applicants for regular and reserve enlisted programs, and any other individuals who have initiated correspondence pertaining to enlistment in the United States Navy.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records and correspondence in both automated and non-automated form concerning personal history, education, professional qualifications, mental aptitude, physical qualifications, character and interview appraisals, National Agency Checks and certifications, service performance and congressional or special interests.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Sections 133, 275, 503, 504, 508, 510, 672, 1071 - 1087, 1168, 1169, 1475 - 1480, 1553, 5031; 5 USC 301 Departmental Regulations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Department of the Navy in the performance of their duties in managing and contributing to the recruitment of qualified men and women for enlistment in the regular and reserve components of the Navy. The Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office relating to the management of quality military recruitment.

Officials and employees of the Department of Defense in the performance of official duties.

Officials and employees of the Department of Transportation in carrying out their official duties.

The Attorney General of the United States or his authorized representatives in connection with litigation, fraudulent enlistment or other matters under the jurisdiction of such agencies. Officials and employees of other Departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management of quality military recruitment.

Officials and employees of the Veterans Administration and Selective Service Administration in the performance of their official duties related to enlistment and reenlistment eligibility and related benefits.

The senate or the House of Representatives of the United States or any committee or subcommittee on matters within their jurisdiction requiring disclosure of files or records of personnel covered by this system.

Such civilian contractors and their employees as are or may be operating in accordance with an approved official contract with the U.S. Government.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records are stored on magnetic tape; paper records are stored in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of subject

SAFEGUARDS:

Records are accesible only to authorized Navy recruiting personnel within and are handled with security procedures appropriate for documents classified 'For Offical Use Only'

RETENTION AND DISPOSAL:

Records are normally maintained for two years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to: Commander Naval Recruiting Command (Attn: Privacy Act Coordinator), 4015 Wilson Boulevard, Arlington, VA 22203; or, Chief of Naval Reserve (Code 111C), New Orleans, Louisiana, 70146, or, to applicable Naval Recruiting District as listed under U.S. Government in white pages of telephone book. Letter should contain full name, address, social security account number and signature.

The individual may visit Commander, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, VA 22203. Proof of identification will consist of picture-bearing or other official identification.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Navy Recruiting personnel and Administrative Staff; Medical Personnel conducting physical examinations and/or Private Physicians providing consultations or patient history; Character and Employer references; Educational institutions, Staff and Faculty members; Selective Service Commission; Local, State, and Federal Law enforcement agencies; prior or current military service records; Members of Congress.

Other officials and employees of the Department of the Navy, Department of Defense and components thereof, in the performance of their official duties and as specified by current instructions and regulations promulgated by competent authority.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N01136-1

SYSTEM NAME:

Navy Recruiting Support System

SYSTEM LOCATION:

Headquarters, Navy Recruiting Command, 4015 Wilson Boulevard, Aarlington, Virginia 22203

Decentralized Segments-Navy Recruiting Areas; Navy Recruiting Districts; Navy Recruiting 'A' Stations; Navy Recruiting Branch Stations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Students who have taken the Armed Forces Vocational Aptitude Battery; Naval Reserve officers nominated by District Commanding Officers for a collateral duty assignment as Recruiting District Assistance Council Chairmen (RDAC); Enlisted Personnel selected by local Navy Recruiter for participation in local Navy Recruiting effort; Community leaders and individuals who provide assistance to Navy Recruiters.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name; Social Security Number; Address; Pertinent family information; Pertinent military information; Professional and education affiliations and experience.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Sections 133, 503, 504, 508, 510, 5031; 5 USC 301 Departmental Regulations; 44 USC Sections 3101, 3702.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide field recruiters with various vehicles of recruiting support; to familiarize Navy Recruiters with community leaders; to provide a thorough interface between the Navy and the community; to promote the Navy among the members of the civilian community; to provide educators with a measure of the vocational aptitude of their students through administration of the Armed Services Vocational Aptitude Battery; cultivate community awareness; to assign inactive Reserve officers to Recruiting support functions as Recruiting District Assistance Council Chairmen; to facilitate liaison with various business and social and education cultures in the community; obtain media support for the Navy

Recruiting Command; Assist the local recruiter in anyway the recruiter feels necessary; to generate prospective applicants for the United States Navy. Enlisted/Officer Navy Recruiters; Navy Recruiting District Commanding Officers; Navy Recruiting Area Commanders; Navy Recruiting Headquarters staff personnel; Naval Reserve Officers filling official recruiting support functions.

Officials and employees of the Department of the Navy in the performance of their duties in managing and contributing to the recruitment of qualified men and women for officer programs in the regular and reserve components of the Navy.

Officials and employees of the Department of Defense in carrying out their official duties.

Officials and employees of the Department of Transportation in carrying out their official duties.

The Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office relating to the management of quality military recruitment.

The Attorney General of the United States or his authorized representatives in connection with litigation, fraudulent enlistment or other matters under the jurisdiction of such agencies. Officials and employees of other Departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management of quality military recruitment.

Officials and employees of the Veterans Administration and Selective Service Adminitration in the performance of their official duties related to enlistment and reenlistment eligibility and related benefits.

The Senate or the House of Representatives of the United States or any committee or subcommittee thereof on matters within their jurisdiction requiring disclosure of files or records of personnel covered by this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File cabinets and magnetic tape

RETRIEVABILITY:

Information can be accessed by name and social security number

SAFEGUARDS:

Lists and files are handled with discretion and accessible only to those personnel having a need to know.

RETENTION AND DISPOSAL:

Records are retained for the tenure of the individual involved or in the case of high school Armed Services Vocational Aptitude Battery lists for a maximum two-year period or until information is no longer useful for recruiting support.

Magnetic tapes are demagnetized; other manual files are shredded or burned when discarded.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Recruiting Support Department, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203

NOTIFICATION PROCEDURE:

Information may be obtained from: Director, Recruiting Support Department, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203 Telephone: 202/692-4795

Requester is required to supply full name, rank/rate (if applicable), address and social security number.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Subject of the information; Field Recruiters; Area Commanders/ District Commanding Officers; Chief of Naval Personnel; Chief of Naval Reserve; District Commandants; Chief of Naval Education and Training; Vocational Testing Group; Recruit Training Commands; Service Schools Commands and other officials and employees in the Department of the Navy and other components of the Department of Defense in the performance of their officials duties and as specified by current instructions and regulations promulgated by competent authority.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01211-1

SYSTEM NAME:

Naval Research Reserve Program Personnel Accounting System

SYSTEM LOCATION:

Office of Naval Research 800 North Quincy st. Arlington, VA 22217

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Research reserve personnel, officer and enlisted

CATEGORIES OF RECORDS IN THE SYSTEM:

Military identification information, including Naval Officer Billet Codes, plus professional qualifications information, including education and occupation

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Mobiliazation plannng, active duty for training order endorsements, preparation of Quarterly Reserve Status Report on Readiness of Reserve for the Chief of Naval Research (CNR), Research Reserve Annual Report for CNR

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Punched cards, printouts, printed forms (NAVSO 1080/2 and 1080/2A)

RETRIEVABILITY:

Name, rank, designator, NOBC's, education, major subject, First Navy qualification, first job function, reserve unit affiliation

SAFEGUARDS:

Records kept in controlled access building, controlled computer spaces, file cabinets in limited access offices

RETENTION AND DISPOSAL:

Physically destroyed annualy when new questionnaire forms are received

SYSTEM MANAGER(S) AND ADDRESS: RESEARCH RESERVE COORDINATOR, CODE 723 OFFICE OF NAVAL RESEARCH ARLINGTON, VA 22217

NOTIFICATION PROCEDURE: WRITE TO SYSMANAGER, GIVING FULL NAME, RANK, SSN. VISIT OFFICE AT ABOVE ADDRESS, SHOWING NAVAL RESEARCH ID CARD.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the System Manager

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Qualifications Questionnaire Naval Reserve Research Program, NAVSO form 1080/2

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01301-1

SYSTEM NAME:

Office of the Judge Advocate General, Reporting Questionnaire

SYSTEM LOCATION:

Office of the Judge Advocate General, (Code 61), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Officers reporting for duty in the Office of the Judge Advocate General.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, SSAN, designator, rank, date of rank, branch of service, place and date of birth, dependents, wife's name, height, weight, eye and hair color, home address and telephone number, date reported, date detached, previous duty station and mode of travel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 806

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To assist Judge Advocate General in assignment of officers within the Office of the Judge Advocate General and, until recently, this information was also used to assist Officers in obtaining identification cards for themselves and their dependents. These records may be furnished to other components of the Department of Defense.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records kept in a folder alphabetically, stored in a file cabinet.

RETRIEVABILITY:

By officer's name.

SAFEGUARDS:

Records are maintained in a file cabinet under the control of authorized personnel during working hours; and the office space in which the cabinet is located is locked outside official working hours.

RETENTION AND DISPOSAL:

Records are destroyed when the officer is transferred from the Office of the Judge Advocate General.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the system manager. Written requests must be signed by the requesting individual. For personal visits, the requesting individual should be able to provide some acceptable identification, e.g. Armed Forces identification card, driver's license, etc.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information submitted by the officer upon his reporting for duty in the Office of the Judge Advocate General.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N01301-2

SYSTEM NAME:

Naval Officer Development and Distribution Support System

SYSTEM LOCATION:

Bureau of Naval Personnel, Navy Department, Washington, D.C. 20370

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Naval officers on active duty; all Naval Reserve officers requesting recall to active duty.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence and personnel records in both automated and non-automated form concerning classification, qualifications, assignment, placement, career development, education, training, recall, release from active duty and management of Naval officers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

10 USC 5504 Lineal List

10 USC 5708 Promotion Selection List

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Department of the Navy in the performance of their official duties related to the classification, qualifications, assignment, placement, career development, education, training, recall and release of officer personnel in order to meet manpower allocations and requirements.

The Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office relating to the Navy's military manpower allocations and requirements.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representive of the Executive Branch agencies. Officials and employees of other components of the Department of Defense in the performance of their official duties related to the management and administration of Naval officer personnel in order to meet manpower allocations and requirements.

Officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management and administration of Naval officer personnel in order to meet manpower allocations and requirements.

The Senate or the House of Representatives of the United States or any Committee or subcommittee therof, any joint committee of Congress or any subcommittee of joint committees on matters within their jurisdiction requiring disclosure of the files or records of Navy military personnel.

Such Civilian Contractors and their employees as are or may be operating in accordance with an approved, official contract with the U. S. Government. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records may be stored on magnetice tapes, disc, drums and on punched cards.

Manual records may be stored in paper file folders, microfiche or microfilm.

RETRIEVABILITY:

Automated records may be retrieved by social security account number and/or name.

Manual records may be retrieved by name or social security account number.

SAFEGUARDS:

Computer and punched card processing facilities and terminals are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need to know.

RETENTION AND DISPOSAL:

Records are generally maintained until superseded, or for a period of two years or until release from active duty and disposed of by burning or shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Personnel, Navy Department, Washingtonm, D.C. 20370

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to: Chief of Naval Personnel (Attn: Privacy Act Coordinator) Navy Department, Washington, D.C. 20370. The letter should contain full name, rank, social security account number, designator, address and signature.

The individual may visit the Chief of Naval Personnel, Arlington Annex (FOB 2) Rm. 1066 Washington, D.C. for assistance. Advance notification is requested for personal visits. Proof of identification will consist of military identification card.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from SYSMANAGER.

RECORD SOURCE CATEGORIES:

Personnel Service jackets; records of the officer promotion system; officials and employees of the Department of the Navy, Department of Defense, and components thereof, in performance of their official duties and as specified by current instructions and regulations promulgated by competent authority; education institutions; official records of professional qualifications; general correspondence concerning the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01306-1

SYSTEM NAME:

Enlisted Development and Distribution Support System

SYSTEM LOCATION:

Primary System-Bureau of Naval Personnel, Navy Department, Washington, D.C. 20370 Secondary System-Enlisted Personnel Management Center, New Orleans, Louisiana 70159 and Naval Reserve Personnel Center, Naval Support Activity (East Bank), Bldg. 603, New Orleans, Louisiana 70159

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Navy enlisted personnel: active, inactive, reserve, fleet reserve, and retired.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence and records in both automated and non-automated form concerning classification, assignment, distribution, advancement, performance, retention, reenlistment, separation, training, education, morale, personal affairs, benefits, entitlements, and administration of Navy military personnel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and emloyees of the Department of the Navy in the performance of their official duties to initiate, develop, implement, and carry out policies pertaining to enlisted personnel assignment, placement, retention, career enhancement and motivation, and other career related matters, in order to meet manpower allocations and requirements.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies. Officials and employees of other components of the Department of Defense in the performance of their official duties related to the management and administration of Navy enlisted personnel in order to meet manpower allocations and requirements.

Officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management and administration of Navy enlisted personnel in order to meet manpower allocations and requirements.

The Senate of the House of Representatives of the United States or any Committee or subcommittee thereof on matters within their jurisdiction requiring disclosure of the files or records of Navy military personnel.

Such civilian contractors and their employees as are or may be operating in accordance with an approved, official contract with the U.S. Government.

When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records may be stored on magnetic tapes, disc, drums, and on punched cards.

Manual records may be stored in paper file folders, microfiche or microfilm.

RETRIEVABILITY:

Automated records may be retrieved by social security account number and/or name.

Manual records may be retrieved by name, social security account number, or enlisted service number.

SAFEGUARDS:

Computer and punched card processing facilities and terminals are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need to know.

RETENTION AND DISPOSAL:

Records are retained or disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps Records.

SYSTEM MANAGER(S) AND ADDRESS:

The Chief of Naval Personnel, Navy Department, Washington, D.C. 20370

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to: Chief of Naval Personnel (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370; or, for Training and Administration of Reserve personnel only, to Commanding Officer, (Attn: Privacy Act Coordinator) Naval Reserve Personnel Center, Naval Support Activity (East Bank), Bldg. 603, New Orleans, Louisiana 70159. The letter should contain full name, social security account number (and/or enlisted service number), rate, military status, and signature of the requestor. The individual may visit the Chief of Naval Personnel, Arlington Annex (FOB 2), Rm. 1066, Washington, D.C. for assistance with records located in that building; or Training and Administration of Reserve personnel may visit the Commanding Officer (Privacy Act Coordinator), Naval Support Activity (East Bank), Bldg. 603, New Orleans, Louisiana 70159. Proof of identification will consist of Military Identification Card for persons having such cards, or other picture-bearing identification.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to ecords may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Officials and employees of the Department of the Navy, Department of Defense, and components therof, in performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; general correspondence concerning the individual; official records of professional qualifications; Navy Relief and American Red Cross requests for verification of status; Educational institutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01420-1

SYSTEM NAME:

Officer Promotion System

SYSTEM LOCATION:

Bureau of Naval Personnel, Navy Department, Washington D.C. 20370; and Reporting Seniors (see Directory of the Department of the Navy Mailing Addresses); Federal Records Storage Centers; National Archives.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All officers on active duty; all reserve officers on inactive duty.

CATEGORIES OF RECORDS IN THE SYSTEM:

Fitness Report Jacket, Selection Board Jacket, Officer Summary Record. Promotion History Cards, and other records concerning fitness and qualifications of officers and related to promotion requirements.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations
10 USC 543 Selection Boards
10 USC 33, 545, 549 Promotions

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Department of the Navy in the performance of their official duties related to the selection of officers for promotion in the U.S. Navy.

The Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office relating to the Navy's Officer Promotion System and records contained therin.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch Agencies.

Officials and employees of other components of the Department of Defense in the performance of their official duties related to the Navy's Officer Promotion System and records contained therin.

Officials and employees of other Departments and Agencies of the Executive Branch of the Government, upon request, in the performance of their official duties related to the Navy's Officer Promotion System and the records contained therein.

The Senate or the House of Representatives of the United States or any committee or subcommittee therof, any joint committee of Congress or any subcommittee of joint committees on matters within their jurisdiction requiring disclosure of the files or records of Naval Officers. Such Civilian Contractors and their employees as are or may be operating in accordance with an approved, official contract with the U.S. Government. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records may be stored on magnetic tape, discs or on punched cards.

Manual records may be stored in paper file folders, microfiche or microfilm.

RETRIEVABILITY:

Automated records may be retrieved by social security account number. Manual records may be retrieved by social security account number and/or officer file number, and name.

SAFEGUARDS:

Computer and punched card processing facilities and terminals are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need to know.

RETENTION AND DISPOSAL:

Records are retained or disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps Records.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Personnel, Navy Department, Washington, D.C. 20370

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to: Chief of Naval Personnel (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370; or to Reporting Seniors (see Directory of the Department of the Navy Mailing Addresses). The letter should contain full name, social security account number, (or officer file number), rank, military status, address and signature of the requestor.

The individual may visit the Chief of Naval Personnel, Arlington Annex,

(FOB#2), Rm. 1066, Washington, D.C. for assistance with records located in that building; or the individual may visit the Reporting Senior for records maintained by that individual. Proof of identification will consist of Military Identification Card.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Officials and employees of the Department of the Navy, Department of Defense, other Departments and Agencies of the Executive Branch of the Government, and components therof, in the performance of their official duties as specified by current Instructions and Regulations promulgated by competent authority; educational institutions; federal, state and local court documents; general correspondence concerning the individual;official records of professional qualifications.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N01500-1

SYSTEM NAME:

Naval Educational Development Records.

SYSTEM LOCATION:

Chief of Naval Education and Training Naval Air Station Pensacola, FL 32508

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applications, participants, graduates and staff of officer acquisition. professional development, Navy Youth, dependents' education (Atlantic), and Non-Traditional Education Support programs.

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications, biographical information, student records and reports of performance, graduation, and disenrollment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by Naval Educational Development staff members, selection boards, Bureau of Naval Personnel and Navy media for selection, student monitoring, and utilization of graduates.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders and punched cards.

RETRIEVABILITY:

Name and SSN

SAFEGUARDS:

Locked buildings and access only to authorized personnel.

RETENTION AND DISPOSAL:

Per SECNAV Records Disposal Manual

SYSTEM MANAGER(S) AND ADDRESS:

Director of Naval Educational Development (See location section)

NOTIFICATION PROCEDURE:

By individual request upon presentation of letter of identification. Must provide program and name.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Individual applications, selection board proceedings, transcripts, and correspondence.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01500-2

SYSTEM NAME:

NAVSCOLS/TIS, USMC Training Supsys

SYSTEM LOCATION:

Schools and other training activities or similar organizational elements of the Department of the Navy and Marine Corps as listed in the directory of Department of Navy activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records of present, former, and prospective students at Navy and Marine Corps schools and other training activities or associated educational institution of Navy sponsored programs; instructors, staff and support personnel; participants associated with activities of the Naval Education and Training Command, including the Navy Campus for Achievement and other training programs; tutorial and tutorial volunteer programs; dependents' schooling.

CATEGORIES OF RECORDS IN THE SYSTEM:

Schools and personnel training programs administration and evaluation records. Such records as basic identification records i.e., social security number, name, sex, date of birth, personnel records i.e., rank/rate/grade, branch of service, billet, expiration of active obligated service, professional records i.e., Navy enlisted classification, military occupational specialty for Marines, subspecialty codes, test scores, basic test battery scores, and Navy advancement test scores. Educational records i.e., education levels, service and civilian schools attended, degrees, majors, personnel assignment data, course achievement data, class grades, class standing, and attrition categories. Academic/training records, manual and mechanized, and other records of educational and professional accomplishment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 5031

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Schools and training programs administration and evaluation. Student performance, progression and prediction; instructors performance; organizational and administrative control. Internal Navy users are Chief of Naval Personnel, Naval Education and Training Command Activities Staff Personnel and the Commandant of the Marine Corps and his designated officials in the performance of their duties relating to training/assignments. Type commanders; Health/Science Education Training Center; Cheif, Bureau of Medicine and Surgery; Commander Naval Recruiting Command, and to other Department of the Navy officials in the performance of personnel training functions. Information may be used to determine course and training demands, requirement, and achievements; analyze student groups or courses; provide

academic and performance evaluation in response to official inquiries; guidance and counseling of students; preparation of required reports, and for other training administration and planning purposes. Internal users are staff and faculty. Information is provided to officials of the Department of Defense on 'need-to-know' basis in the performance of their official duties; and for reporting to other government agencies, such as HEW. It may be provided to such civilian contractors and their employees as are or may be operating in accordance with an approved official contract with the U.S. Government.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in microform or in file folders, card files, file drawers, cabinets, or other filing equipment. Automated records may be stored on magnetic tape, discs, punched cards, etc.

RETRIEVABILITY:

Social security number and name

SAFEGUARDS:

Access is provided on a 'need-to-know' basis and to authorized personnel only. Records are maintained in controlled access rooms or areas. Data is limited to personnel training associated information. Computer terminal access is controlled by terminal identification and the password or similar system. Terminal identification is positive and maintained by control points. Physical access to terminals is restricted to specifically authorized individuals. Password authorization, assignment and monitoring are the responsibility of the functional managers. Information provided via batch processing is of a predetermined and rigidly formatted nature. Output is controlled by the functional managers who also control the distribution of output.

RETENTION AND DISPOSAL:

Records disposal manual.

SYSTEM MANAGER(S) AND ADDRESS:

The commanding officer of the activity in question. See the directory of Navy and Marine Corps activities mailing addresses.

NOTIFICATION PROCEDURE:

Apply to system manager. Requestor should provide his full name, social security number, military or civilian duty status, if applicable, and other data when appropriate, such as graduation date. Visitors should present drivers license, military or Navy civilian employment identification card, or other similar identification.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Individuals, schools and educational institutions, Chief of Naval Personnel, staff of Naval Education and Training Command and other activities and the Commandant of the Marine corps; instructor personnel; and commander, Naval Recruiting Command.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01500-3

SYSTEM NAME:

Students awaiting legal, medical action account

SYSTEM LOCATION:

Naval Air Technical Training Center, Lakehurst, New Jersey 08733

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

A. The student locator card file contains specific data on all student personnel assigned to NATTCL, whether or not they successfully completed training. A dead file is maintained after the student is transferred.

B. The 'others' file is a list of all students on board that are not enrolled in class. Categories include: disciplinary, medical, and administrative (awaiting orders, port calls, passports, humanitarian requests, administrative discharge).

CATEGORIES OF RECORDS IN THE SYSTEM:

A. The student locator card file is composed of 4' x 6' cards on which the following is recorded: name, previous command, rate, branch of service, date of transfer, new duty station and command, estimated date of arrival, standard transfer order number, and rate upon departure.

B. The following information is included on students listed in the 'others' file: date of hold, type of hold, estimated period of hold, work assignment, parent command notification, date re-enrolled, availability submission (used to notify Chief of Naval Personnel of member's availability for transfer), date orders or discharge authorization received, date transferred, and remarks.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

A. The file is used routinely to verify date of departure; to determine, in conjunction with the next duty station, if member is an unauthorized absentee; to verify attendance and/or completion of training; to answer requests by parents who do not know the school or class which member is attending; for forwarding official correspondence.

B. This file is utilized to maintain accountability of all students not enrolled in class to ensure the appropriate administrative actions are completed in a timely manner ensuring minimum delay in the training pipeline. The file is utilized daily by the student control office and is routed periodically to the commanding officer via the personnel officer, administrative officer, and executive officer.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

A. Index card drawer
B. File folders

RETRIEVABILITY:

A. Name
B. Name, rate, social security number

SAFEGUARDS:

A. Locked room
B. Maintained in locked room-accessibility is limited to the student control office personnel, personnel officer, administrative officer, legal officer, executive officer, and commanding officer.

RETENTION AND DISPOSAL:

A. Two years
B. Two years

SYSTEM MANAGER(S) AND ADDRESS:

A. Personnel office supervisor
B. Personnel office supervisor

NOTIFICATION PROCEDURE:

A. The file is available to members upon proper identiication.

B. The file does not contain information beneficial to the individual; however, with proper identification any student can review the form pertaining to himself. This may be accomplished by

presentation of Military I.D. card to a responsible petty officer in the student control office.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

A. Official documents such as orders, assignment directives, and service records.

B. Sources of information are: NATTCL schools, medical authorities, legal officer, transfer section of personnel office, drug exemption officer, NATTCL duty office.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01500-4

SYSTEM NAME:

DODCI Student Record System

SYSTEM LOCATION:

Department of Defense Computer Institute, Washington Navy Yard, Washington, D.C. 20374.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All students who have completed a course of instruction presented by the Department of Defense Computer Institute: primarily DOD military and civilian personnel as regular students; personnel from other federal, state and local government agencies who have attended courses on a space available basis; military and civilian personnel from foreign governments who requested and were granted authority to attend courses; and personnel from private industry who are under direct contract to a DOD activity who sponsor their attendance.

CATEGORIES OF RECORDS IN THE SYSTEM:

Alphabetized card file of students who have attended DODCI courses. Record consists of name, military rank or rate, civilian grade, branch of service, DOD agency or activity and title of course attended. Also associated file of consolidated listing of students for each course offering arranged by DOD agency or activity and name.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records maintained by DODCI registrar to respond to individuals requesting official verification of attendane to a specific course or response to students agency or activity requesting official record of training completed. Used to compile statistical data of student throughput, e.g., attendance by course, attendance by branch of service, composition of students by rank/rate/grade, branch of service, agency or activity. Statistical data is not compiled by name.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Alphabetic card file and file folders in file cabinet.

RETRIEVABILITY:

Name and course title.

SAFEGUARDS:

Maintained in administrative office which is locked after normal working hours, accessible only to authorized office staff and director or delegate on demand.

RETENTION AND DISPOSAL:

Individual cards by student name and consolidated listing of students are retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Registrar, DOD Computer Institute, Building 175, Washington Navy Yard, Washington, D.C. 20374.

NOTIFICATION PROCEDURE:

By individual request upon presentation of letter or identification. Must provide course title and year of attendance.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concernd may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Enrollment and registration request for DOD management education and training program courses (DD Form 1556), and course listing of students review by course manager and individual students.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N01500-5

SYSTEM NAME:

DODCI Student/Faculty/Senior Staff Biography System

SYSTEM LOCATION:

Department of the Defense Computer Institute, Washington Navy Yard, Washington, D.C. 20374.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All faculty members, senior staff members, and guest lecturers currently instructing or managing at the DODCI. All students who are attending or who have completed a course of instructions presented by the Department of Defense Computer Institute: primarily DOD military and civilian personnel as regular students; personnel from other federal, state and local governments agencies who have attended courses on a space available basis; military and civilian personnel from foreign governments who requested and were granted authority to attend courses; and personnel from private industry who are under direct contract to a DOD activity who sponsor their attendance.

CATEGORIES OF RECORDS IN THE SYSTEM:

Biographic summary forms individually submitted upon request by each DODCI faculty member, senior staff member, guest lecturer, or student. Students record consists of name, rank or rate, civilian grade, organization and division, office phone number, current and previous job titles and positions, number of months with present job title, major duties of present job, formal education completed, objectives for attending DODCI course, computer-related and other technical training and experience, information on usage of computers in present position, influence and authority student has over design of computer-based systems including security and privacy aspects, extent involved in planning and design of teleprocessing systems. Faculuty/senior staff record consists of name, rank or rate, current and previous job titles and positions, former major duties, formal education completed, computer-related and other technical training experience.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information contained in the student biographical summaries is restricted to internal use within DODCI. Used by course managers and functional department head to evaluate education level, computer related work experience, and general computer background of DODCI students. Establishes student qualifications to attend a requested course and if course objectives have satisfied personal objectives of students for attending course. Statistical summarization of information contained therein provides basis for modification and revision to course content. Also serves as vehicle to place student into appropriate laboratory and seminar group in courses requiring such a breakout.

Information on faculty/senior staff members contained in the biographical summaries is provided to students as an attachment to their student notebooks. Records are used to identify faculty and senior staff members, areas of data processing and information management expertise for consultation purposes and as an expertise peamble to the next scheduled lecturer.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders in file cabinet.

RETRIEVABILITY:

By name for faculty/senior staff members. Course title and name for students.

SAFEGUARDS:

Maintained in scheduling office (for students) and in the reproduction shop (for faculty/members) which is locked after normal working hours, access controlled by system manager and accessible only to authorized faculty members, director of administration, and director or delegate on demand.

RETENTION AND DISPOSAL:

All completed individual student biographical summaries attending a specific course are retained in a file folder marked by course title and course date. Individual student biographical summaries are retained by course for two fiscal years preceeding the fiscal year in progress. All individual faculty and senior staff biographical summaries are retained in a master file folder until no longer providing services to DODCI. Master file is review periodically to maintain currency. Students receiving a course notebook can retain the included biographical records are well as the notebook.

SYSTEM MANAGER(S) AND ADDRESS:

Scheduling Officer, DOD Computer Institute, Building 175, Washington Navy Yard, Washington, D.C. 20374.

NOTIFICATION PROCEDURE:

Students by individual request upon presentation of letter of identification. Must provide course title and year of attendance.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Student biography forms are of DODCI origin and completed by each individual student. Forms are completed either the first day of the course or, in the case of certain specific courses, are mailed to the prospective student requesting return prior to commencement of the course.

Biographies are authorized by each faculty and senior staff member soon after arrival at DODCI. Guest lecturers are requested to voluntarily submit biographies for use in course notebooks. Contents is never changed, but in some cases selectively reduced in length so as not to exceed one page. Format and content are generated solely by DODCI member and are subjected only to editorial review.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N01500-6

SYSTEM NAME:

DODCI Course Evaluation System

SYSTEM LOCATION:

Department of Defense Computer Institute, Washington Navy Yard, Washington, D.C. 20374.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All students who have completed a course of instruction presented by the Department of Defense Computer Institute: primarily DOD military and civilian personnel as regular students; personnel from other federal, state and local government agencies who have attended courses on a space available basis; military and civilian personnel from foreign governments who requested and were granted authority to attend courses; and personnel from private industry who are under direct contract to a DOD activity who sponsor their attendance.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual student evaluation of entire course and random sampling of specific lecture presentations. Includes objectives for attending course; statement concerning realization of personal objectives, numerical or qualitative rating of overall course, lab sessions and/or specific lectures; list of strengths and weaknesses of course; list of lecture subjects of particular benefit or of little use to student; list of lecture subjects which should be expanded or reduced in coverage; and list of topics not covered in course but should be included. Comments concerning course content, sequence, lecture presentation, teaching techniques, audio visual aids, physical facilities and administrative support are solicited and recorded. Categories are posed as questions with ample space to encourage written response of student opinion in a structured but non-restrictive format. These Course Evaluation Forms also contain hard core factual information, i.e., course title, course dates, student name, rank/rate/grade, branch of service, duty station or agency, and present job title.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Use of the student evaluation forms and the information contained therein is restricted to internal use within DODCI. Used to evaluate course, lecture, teaching techniques and individual instructor effectiveness. Provides basis for modification and revision to course content and sequence and lecture content. Provides input to long range plan for course update, additions and revisions. Copy is provided to unit education offices upon request. Student evaluations of all attendees to a particular course are reviewed as a composite group by DODCI faculty members to determine problem areas, trends, and provides a continuous evaluation of course effectiveness.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders in file cabinet.

RETRIEVABILITY:

Course Title and Student Name.

SAFEGUARDS:

Maintained in Scheduling Office which is locked after normal working hours, access controlled by Systems Manager and accessible only to authorized faculty members. Director of Administration, and Director or delegate on demand.

RETENTION AND DISPOSAL:

All completed individual evaluations of students attending a specific course are retained in a file folder marked by Course Title and Course Date. Individual student evaluation forms are retained by course for two fiscal years preceeding the fiscal year in progress.

SYSTEM MANAGER(S) AND ADDRESS:

Scheduling Officer, DOD Computer Institute, Building 175, Washington Navy Yard, Washington, D.C. 20374.

NOTIFICATION PROCEDURE:

By individual request upon presentation of letter or identification. Must provide course title and year of attendance.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Student Course Evaluation Forms are of DODCI origin and distributed in class and completed by each individual student.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N01500-7

SYSTEM NAME:

DODCI Lecture-Instructor Inventory System.

SYSTEM LOCATION:

Department of Defense Computer Institute, Building 175, Washington Navy Yard, Washington, D.C. 20374.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current DODCI instructors.

CATEGORIES OF RECORDS IN THE SYSTEM:

Two disk files comprise the system of records. First master file contains instructor's name, functional group assignment code, projected date of departure; list of lectures instructor gives. Second master file contains lecture I.D., title, lecture primary, instructors giving the lecture. In addition to the items on disk, a manual file is maintained which is a record summary form containing the names of DODCI instructors and the number of lectures and/or laboratory hours they present in resident or on-site classes each quarter.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301 and 10 U.S.C. 5031

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Provides the ability for functional managers to generate a list of instructors along with the associated lectures in which they are proficient or to specify a lecture title and determine which instructors are capable of presentation. This provides assistance in assigning instructors to course schedules, teams for on-site course presentations, determining lectures which are critical in flexibility of assignment, planning instructor assignments in the order of lecture priority. The Records Summary Form is used to evaluate the instructors' workloads and to assist in preparing the performance evaluation reports.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on magnetic disks in a computer data base. The Record Summary Form is maintained in paper copy in file cabinets.

RETRIEVABILITY:

Instructor's last name, lecture ID number, or functional group code.

SAFEGUARDS:

This system of records is maintained on magnetic disks in the computer operations center which is kept locked. Only the manager and assistant manager of the Computer Support office have access to the center during normal working hours and the security watch has access after hours. The mode of access to the computer-based system is via remote terminal and special passwords are required. Appropriate data base language commands (available only to authorized DODCI staff members) must be invoked to gain access to information in the system. Portions of the system can only be accessed by functional managers via controlled key work commands. An accounting log is maintained of all accesses to the system which contains identification of the user, log-on and off, station number, and date/time of last access.

RETENTION AND DISPOSAL:

The system data base is retained indefinitely. Revisions are in continuous process, e.g., instructors' names being added upon arrival and deleted on departure, lecture titles added or deleted as they are developed or discontinued, lecture presentation capability expanded or deleted as appropriate. The Record Summary Form is retained for two years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Manager, Computer Support Office, DOD Computer Institute, Building 175, Washington, D.C. 20374 for records maintained on magnetic disks. The Scheduling/Reproduction Officer, for the Record Summary Form.

NOTIFICATION PROCEDURE:

DODCI faculty members are informed of existence and purpose of system. Individual instructors can request printout of information in system which pertains to them.

RECORD ACCESS PROCEDURES:

The Institutes rules for access to records may be obtained from the Systems Manager.

CONTESTING RECORD PROCEDURES:

The Institute's rules for contesting contents and appealing initial determinations by the individual concerned can be obtained from the Systems Manager.

RECORD SOURCE CATEGORIES:

DODCI functional managers maintain system and periodically revise data base by entering new data and deleting discontinued information. Additionally, the Systems Manager can enter information affecting printout format and contents. The information contained in the Instruction Hour Records forms are extracted from teaching schedules prepared on each course of instruction.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N01500-9

SYSTEM NAME:

Personnel Data Base Application/ Student Instructor Performance Module

SYSTEM LOCATION:

Naval Education and Training Information Systems Activity Naval Air Station Pensacola, FL 32508

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Students under instruction at Naval Air Training Command Activities Instructors at Naval Air Training Command Activities Staff and Base Support Personnel at Naval Air Training Command and Naval Air Training Command Activities

CATEGORIES OF RECORDS IN THE SYSTEM:

Basic Identification Records i.e., social security number, name, sex, date of birth. Personnel records i.e., rank/ rate/grade, Branch of Service, Billet, Expiration of Active Obligated Service. Professional records i.e., Navy Enlisted Classification, Subspecialty Code, Test Scores. Educational Records i.e., Education Levels, Service and Civilian Schools attended, Degrees, majors. Location Records i.e., Duty Stations, Home addresses.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Student performance, progression and prediction Instructors Performance Organizational and Administrative Control Internal Navy Uses are Chief of Naval Personnel, Naval Air Training Command staff personnel, and NAVAIRTRACOM Activities staff personnel

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Punched cards, magnetic tape, direct access storage devices and flat paper.

RETRIEVABILITY:

Social Security Number, Name

SAFEGUARDS:

Data on file is protected as follows. On-line access is controlled by terminal identification and a password system. Terminal Identification is positive and maintained by a single control point. Physical access to terminals is restricted to specifically authorized individuals. Password authorization, assignment and monitoring are the responsibility of the functional managers. Information provided via batch processing is of a predetermined and rigidly formatted nature. Any output is controlled by the functional managers who also control the distribution of output.

RETENTION AND DISPOSAL:

Individual personal data is retained only for that period of time that an individual is assigned to or is supporting a training evolution or activity. Upon departure of an individual, personal data is deleted from the records. History records are not maintained.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Air Training Building ι1 Naval Air Station Corpus Christi, TX 78319

Records Holder:
Commanding Officer
Naval Education and Training
Information Systems Activity
Naval Air Station
Pensacola, FL 32508

NOTIFICATION PROCEDURE:

Individuals desiring information whether the system contains records pertaining to them should request that determination from the Records Holder listed under SYSMANAGER. The requester should provide his social security number, full name and present status, i.e., Military or Civilian. The office of the Records Holder listed under SYSMANAGER may be visited for this determination but the requester must present his social security card and military or Civilian identification card.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the systems manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the systems manager.

RECORD SOURCE CATEGORIES:

Chief of Naval Personnel, Naval Air Training Command Activities staff and Instructors personnel, Educational Institutions, Individuals

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01513-1

SYSTEM NAME:

Navy Recruiting Command Attrition Tracking System

SYSTEM LOCATION:

Primary System - Recruiting Data Systems,Commander, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy Enlisted Personnel who attrite during Basic Recruit Training

CATEGORIES OF RECORDS IN THE SYSTEM:

File consists of records and correspondence pertaining to individuals discharged at Navy Recruit Training Centers. Records include personal and service information, education, physical and mental qualifications and circumstances surrounding discharge.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Sections 133, 275, 503, 504, 508, 510, 5031; 5 USC 301 Departmental Regulations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Department of the Navy in the performance of their duties in managing and contributing to the components of the Navy.

Officials and employees of the Department of Defense in carrying out their official duties.

Officials and employees of the Department of Transportation in carrying out their official duties. carrying out their official duties.

The Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office relating to the management of quality military recruitment.

The Attorney General of the United States or his authorized representatives in connection with litigation, fraudulent enlistment or other matters under the jurisdiction of such agencies. Officials and employees of other Departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management of quality military recruitment.

Officials and employees of the Veterans Administration and Selective Service Administration in the performance of their official duties related to enlistment and reenlistment eligibility and related benefits.

The Senate or the House of Representatives of the United States or any committee or subcommittee on

matters within their jurisdiction requiring disclosure of files or records of personnel covered by this system.

Such civilian contractors and their employees as are or may be operating in accordance with an approved official contract with the U. S. Government.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual Records stored in file cabinets in a secure government building. Automated records are maintained on magnetic tape.

RETRIEVABILITY:

Info can be retrieved by Social Security Account Number, Navy Recruiting Area or District Recruit Training Center, Age, Education, Discharge Reason or Date of Discharge.

SAFEGUARDS:

Only authorized routine users are permitted access to the records. The Headquarters building in which the records are located has a 24-hour guard which prevents unauthorized access to the building.

RETENTION AND DISPOSAL:

Records are maintained at Headquarters, Navy Recruiting Command for five years, and then destroyed. Records at Area and District Headquarters are retained for one year before being destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Recruiting Data Systems, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203 Telephone: 202-692-4089

Written requests for information should contain the full name, social security account number and location where individual was recruited, and signature.

NOTIFICATION PROCEDURE:

Apply to System Manager.

RECORD ACCESS PROCEDURES:

The Agency's for access to records may be obtained from System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Discharge Sections at Navy Recruit Training Commands Other officials and employees of the Department of the Navy, Department of Defense and components thereof, in the performance of their official duties and as specified by current instructions and regulations promulgated by competent authority.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01531-1

SYSTEM NAME:

U.S. Naval Academy Midshipmen Performance Records.

SYSTEM LOCATION:

U.S. Naval Academy, Bancroft Hall, Annapolis, Maryland 21402.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Naval Academy Midshipmen.

CATEGORIES OF RECORDS IN THE SYSTEM:

Performance jackets contain midshipmen records relative to all facets of performance. Specifically, the jackets include: Performance aptitude evaluations, performance grades, personal history, autobiography, record of emergency data, aptitude history, review board records, medical excuse from duty forms, conduct records and grades, counseling and guidance interview sheets, academic grades, letters of commendation, and training records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, 10 U.S.C. 6962 and 10 U.S.C. 7088.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Department of the Navy in the performance of their official duties related to the management, supervision, administration, and counseling of Naval Academy Midshipmen.

Parents and legal guardians of midshipmen in connection with the counseling of midshipmen who encounter academic, performance, or disciplinary difficulties.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

All records are kept in file folders in locked cabinents.

RETRIEVABILITY:

Records are kept alphabetically by Company and Class.

SAFEGUARDS:

Visitor control and files are kept in locked cabinets.

RETENTION AND DISPOSAL:

Performance records are kept by the Company Officer until graduation or separation from the Academy. The records are then retained in the Performance Office storage area until they are destroyed two years after the midshipman's class graduates.

SYSTEM MANAGER(S) AND ADDRESS:

Superintendent, U.S. Naval Academy, Annapolis, Maryland 21402 and the Performance Officer, Office of the Commandant, U.S. Naval Academy, Annapolis, Maryland 21402.

NOTIFICATION PROCEDURE:

Written request may be made to the system manager.

RECORD ACCESS PROCEDURES:

Rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

Rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Individual midshipman, supervisors, midshipman personal history/performance record, midshipman autobiography, Record of Emergency Data (NAVPERS 601-2), Statement of Personal History (DD-398), Aptitude History Record (Form 1610-105), Midshipmen Summary Sheets, Military Performance Board Results, Letters of Probation, Midshipmen Performance Evaluation Reports (Form 54A), Medical Reports, Clinical Psychologist Reports, Excused Squad Chits (Form 6320/20), Conduct Card (Form 1690/91C), Letters of Commendation, Counseling and Guidance Interview Records (Form 1230/98), Letters from Congressmen, parents, etc., and copies of replies thereto, and Record of Disclosure (Privacy Act).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N01533-1

SYSTEM NAME:

NROTC Educational Development Records

SYSTEM LOCATION:

Chief of Naval Education and Training Naval Air Station Pensacola, FL 32508

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

NROTC Scholarship Candidate Placement Records, NROTC Student Attrition Records, NROTC Student Jackets, Applications for NROTC Program, Commanding Officers and Executive Officers of NROTC units.

CATEGORIES OF RECORDS IN THE SYSTEM:

Information concerning students selected as principal and alternate candidates for NROTC scholarship. Contains name, SSN, address, telephone number, academic scores, medical qualification, race, and sex.

Reports of disenrollment, appointment to commissioned status, and non-selection as an applicant for the NROTC program.

Student records containing enlistment cntract, service agreement, officer candidate training application, evidence of citizenship, birth certificate, reports of medical qualification, aptitude for naval service evaluations, academic records, personal history information, report of security clearances granted, special request, and action of boards concerning these special request.

Application file consisting of officer candidate training request, service agreement, report of medical qualification, evidence of citizenship, personal history, interviewers' appraisal sheets, and academic records.

Officer Biography Sheet (NAVPERS 979)

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Assignment of scholarship selectees to various NROTC hosted institutions.

Provides reference to individuals's attrition from the NROTC program.

Provides program manager with information to determine students eligibility for continuation in program and eventual commissioning as naval officer. Information also used by Chief of Naval Personnel, Commander Navy Recruiting Command and Commandant of the Marine Corps.

Determine applicants eligibility for enrollment in NROTC program.

Assistance in preparing Fitness Reports, award recommendations, TAD assignments in conjunction with summer training and preparing background information for Flag and high government official visits to the NROTC unit.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, index cards, and notebook

RETRIEVABILITY:

Name, SSN, and NROTC unit.

SAFEGUARDS:

Secured room and building. Access to information to authorized personnel only.

RETENTION AND DISPOSAL:

Per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

NROTC, CNET, NAS, Pensacola, FL.

NOTIFICATION PROCEDURE:

Call or write system manager listed above.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Individual concerned, CHNAVPERS, COMNAVCRUITCOM, and NROTC unit.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01572-1

SYSTEM NAME:

Reservists reporting for active duty for training, background questionnaires

SYSTEM LOCATION:

Office of the Judge Advocate General (code 62), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Officers reporting for duty in the Office of the Judge Advocate General

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, designator, rank, unit to which attached, law school attended, year admitted to practice and State or Territory where admitted, and employment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 806

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To assist the Judge Advocate General in the assignment of officers. The files may be furnished to other components of the Department of Defense.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, stored in a file cabinet.

RETRIEVABILITY:

By officer's name.

SAFEGUARDS:

Files are maintained in file cabinets under the control of authorized personnel during working hours; the office space in which the cabinets are located is locked outside of official working hours.

RETENTION AND DISPOSAL:

Records are retained for two months and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the system manager. Written requests must be signed by the requesting individual. For personal visits, the individual should be able to provide some acceptable identification, e.g., Armed Forces identification card, driver's license, etc.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information is received from Reserve officers who participate in the Naval Reserve Law Programs.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N01610-1

SYSTEM NAME:

Navy Personnel Evaluation System

SYSTEM LOCATION:

Bureau of Naval Personnel, Navy Department, Washington, D.C. 20370

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All members of the U.S. Navy including Regular, Reserve, Active Duty, Inactive Duty, Fleet Reserve and Retired.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence and investigatory material containing information pertinent to member's retention, assignment or separation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301. Departmental Regulations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Department of the Navy in the performance of their official duties related to personnel administration of Navy members; Officials and employees of the Department of Defense and its other components in the performance of their official duties related to personnel administration.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies;

The Secretary of Health, Education and Welfare, and the Director, Veterans Administration, and Director, Selective Service Administration and their officials and employees in connection with notification and assistance in obtaining benefits by members and former members;

Officials and employees of other Departments and agencies of the Executive Branch of government upon request, in the performance of their official duties related to personnel administration;

Such civilian contractors as are or may be operating in accordance with an approved, official contract with the U.S. Government; The Senate or the House of Representatives of the United States or any committees or subcommittees therof, requiring disclosure of the files or records of individuals covered by this system;

Officials and employees of the General Accounting Office upon request in the performance of their official duties relating to personnel administration. State and local government agencies in the performance of their official duties related to personnel administration. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and index cards. Some information from the paper records is automated.

RETRIEVABILITY:

Filed alphabetically by last name or by Social Security Account Number.

SAFEGUARDS:

Stored in locked safes and cabinets in buildings that employ security guards. File areas are accessible only to authorized persons who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are maintained as long as member has any affiliation with the Naval service and for five years thereafter and are then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Personnel, Navy Department, Washington, D.C. 20370

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to Chief of Naval Personnel (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370. The letter should contain full name, social security account number, rank/ rate/civilian status, address and notarized signature of the requestor. The individual may visit the Chief of Naval Personnel, Arlington Annex, Washington, D.C. (FOB#2) Rm. 1066, for assistance with records located in that building. Prior written notification of personal visits is required to ensure that all parts of the record will be available at the time of the visit. Proof of identity will be required and will consist of a military identification card for persons having such cards and picture-bearing identification.

RECORD ACCESS PROCEDURES:

The agency's ruls for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Civilian and military investigative reports; reports of federal and state civilian court actions and criminal proceedings; general correspondence concerning and individual; officials and employees of the Department of the Navy, Department of Defense and Components therof, in performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N01640-1

SYSTEM NAME:

Individual Correctional Records

SYSTEM LOCATION:

United States Navy Brigs and United States Marine Corps Correctional Facilities. Official mailing addresses are in the Department of Defense Directory; and/or may be obtained from Naval Military Personnel Command, Washington, D.C. 20370.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any military member confined in a naval facility as a result of or pending trial by courts-martial; any member sentenced to three days bread and water or diminished rations; and any military member awarded correctional custody to be served in a correctional custody unit.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains documents related to the administration of individual prisoners in the Department of the Navy confinement and correctional custody facilities - courts martial orders; release orders; confinement orders; medical examiners' reports; requests and receipts for health and comfort supplies; reports and recommendations relative to disciplinary actions; clothing and equipment records; mail and visiting lists and records; personal history records; individual prisoner utilization records; requests for interview; initial interview; spot reports; prisoner identification records; parolee

agreements; inspection record of prisoner in segregation; personal funds records; valuables and property record; daily report of prisoners received and released; admission classification summary; social history; clemency recommendations and actions; parole recommendations and actions; restoration recommendations and actions; psychiatric, psychological, and sociological reports; certificate of parole; certificate of release from parole; requests to transfer prisoners; disciplinary action data cards showing name, grade, SSN, sex, education, sentence, offense(s), sentence computation, organization, ethnic group, discharge awarded, length of unauthorized absence, number and type of prior punishments, length of service, and type release; weekly status report (each member's legal status, offense charged, length of time confined). On tape, the same data as the disciplinary action data card, except name, computation of sentence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 951

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Commanding officers, officers-in-charge, and chief petty officers-in-charge of Navy brigs and Marine Corps correctional facilities and staff members: To determine initial custody classification; to determine when custody grade change is appropriate; to gauge member's adjustment to confinement or correctional custody; to identify areas of particular concern to prisoners and personnel in correctional custody; to determine work assignment; to determine educational needs; serves as the basis for correctional treatment; serves as a basis for recommendations for clemency, restoration, and parole.

Portions disclosed to Departments of Defense, Justice, and Naval staff agencies and commands; state and local criminal justice agencies established by law. Disclosure to law enforcement and investigative agencies is for investigation and possible criminal prosecution, civil court actions or regulatory order. Disclosure to confinement/correctional system agencies is for use in the administration of correctional programs to include custody classification; employment, training and educational assignments; treatment programs; clemency, restoration to duty, and parole actions; verifications concerning military offenders or military criminal records, employment records and social histories.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; on punch cards and computer tapes.

RETRIEVABILITY:

Paper records filed alphabetically by last name of prisoner. Information from computer tapes is retrieved using SSN of the individual.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained. Computer tape information at NMPC accessed only by authorized personnel.

RETENTION AND DISPOSAL:

Logs and disciplinary action data cards are transferred to National Personnel Records Center, St. Louis, MO 63132 two years after release of prisoner. Other records are held at confinement facilities/correctional custody units for two years and destroyed. Transfer of a prisoner from one naval facility to another is not construed as a release. In such cases, the file accompanies the prisoner.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Military Personnel Command (NMPC-84) Washington, D.C., 20370; Commandant of the Marine Corps (Code MPH) Washington, D.C., 20380.

NOTIFICATION PROCEDURE:

Information should be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Military personnel records; military financial and medical records; military and civilian investigative and law enforcement agencies; courts-martial proceedings; records of non-judicial administrative proceedings; United States military commanders; staff members and cadre supply information relative to service member's conduct or duty performance; and other individuals or organizations which may supply information relevant to the purpose for which this system was designed.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 522a (j) (2) as applicable. For additional information, contact the System Manager.

N01710-1

SYSTEM NAME:

Special Membership Listing of the Organizational Recreation Association

SYSTEM LOCATION:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

This file records the name of all members who join the particular ship or activity recreation association. Also crossfiled by number of membership card.

CATEGORIES OF RECORDS IN THE SYSTEM:

This record lists the names, internal codes, room and telephone numbers of each membership card and dates purchased.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To indicate income from sale of membership cards; to provide an audit trial for the auditors; and to confirm membership, upon request.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tape.

RETRIEVABILITY:

Name, SSAN, Case number, organization.

SAFEGUARDS:

Access provided on a need to know basis only. Locked and/or guarded office.

RETENTION AND DISPOSAL:

Per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Apply to System Manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual concern, other records of the activity, investigators, witnesses, correspondents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01740-1

SYSTEM NAME:

Personal Services and Dependents Services Support System

SYSTEM LOCATION:

Primary System-Bureau of Naval Personnel, Navy Department, Washington, D.C. 20370; Navy Family Allowance Activity, Anthony J. Celebrezze Federal Building, Room 967, Cleveland, Ohio 44199; local activity to which individual is assigned (see Directory of the Department of the Navy Mailing Addresses).

Secondary System-Department of the Navy Activities in the Chain of Command between the local activity and the Headquarters level (see Directory of the Department of the Navy Mailing Addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Navy military personnel: officers, enlisted, active, inactive, reserve, fleet reserve, retired, midshipmen, officer candidates, Naval Reserve Officer Training Corps personnel, and their dependents.

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications, forms, correspondence and supporting documents and other personnel records concerning entitlements, benefits, basic allowance for quarters, waiver of indebtedness, travel allowances, morale, and personal affairs.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301, Departmental Regulations
10 USC 6161
10 USC 2774 as added by Public Law 92-453

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Department of the Navy and other components of the Department of Defense in the performance of their official duties related to the management, supervision, and administration of personal services, benefits and entitlements for Navy members and their dependents.

The Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office related to management, supervision and administration of personal services, benefits and entitlements for Navy members and their dependents.

Officials and employees of the Veterans' Administration in the performance of their official duties related to eligibility, notification and assistance in obtaining benefits by members and former members of the Navy.

The Senate or the House of Representatives of the United States or any Committee or subcommittee thereof, any joint committee of Congress or any subcommittee of joint committees on matters within their jurisdiction requiring disclosure of the files or records of Navy military personnel and their dependents.

Officials and employees of Navy Relief and the American Red Cross in the performance of their duties related to assistance of the members, their dependents and relatives.

State and local agencies in performance of their official duties related to assistance of the members and their dependents.

Non-government agencies only to assist members and their dependents. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records may be stored on magnetic tapes, disc, drums and on punched cards.

Manual records may be stored in paper file folders.

RETRIEVABILITY:

Records may be retrieved by name, social security account number or enlisted service number/officer file number of member; or name of dependent.

SAFEGUARDS:

Computer and punched cards processing facilities are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need to know.

RETENTION AND DISPOSAL:

Records are retained or disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps Records.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Personnel, Navy Department, Washington, D.C. 20370.

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to: Chief of Naval Personnel (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370; or in accordance with the Directory of the Department of the Navy Mailing Addresses (i.e., local activities). The letter should contain full name, social security account number (and/or enlisted service number/officer file number), rank/rate, military status, or name of the dependent, name of sponser, sponsor's social security account number, and signature of the requestor.

The individual may visit the Chief of Naval Personnel, Arlington Annex (FOB#2), Room 1066, Washington, D.C. for assistance with records located in that building; or the individual may visit the local activity for access to locally maintained records. Proof of identification will consist of Military Identification Card for persons having such cards, or other picture-bearing identification.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Officials and employees of the Department of the Navy and the Department of Defense in performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; educational institutions; federal, state, and local court documents; general correspondence relative to individual; officials and employees of Navy Relief, the American Red Cross, Veterans Administration and other agencies in the performance of their official duties.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01740-2

SYSTEM NAME:

Federal Housing Administration Mortgage Insurance System

SYSTEM LOCATION:

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Building Cleveland, Ohio 44199

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy members who have home mortgages through FHA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Payments made to FHA for insurance payments credited to members.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records in this system are used within the Navy Finance Center to calculate payments for FHA and to reconcile any discrepancies in accounts. Data may be provided to Finance Centers of the other services, and to the Department of the Treasury when address is needed for issuance of check.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders

RETRIEVABILITY:

Social security number and member's name

SAFEGUARDS:

Guards, personnel screening and requestor codes

RETENTION AND DISPOSAL:

Destroyed one year after death or discharge of member

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer, Navy Finance Center, Anthony J. Celebrezze Federal Building, Cleveland, Ohio 44199

NOTIFICATION PROCEDURE:

Individuals may write to members at above address. Information request must contain Navy member's full name and social security number. Requester may visit above address and must have military identification card or valid state driver's license and social security card as proof of identity.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

FHA, member, field disbursing officers

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01746-1

SYSTEM NAME:

Nonappropriated Fund Activity Information Support System

SYSTEM LOCATION:

Bureau of Naval Personnel, Navy Department, Washington, D. C. 20370; and local nonappropriated Fund Activities under the cognizance of the Chief of Naval Personnel.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals authorized under current regulations to use Commissioned Officers Messes (open), Chief Petty Officer Messes, Petty Officer First and Second Class Messes, Enlisted Men's Clubs, Consolidated Package Stores, Special Services facilities, and other Non-Appropriated Fund Activities under the cognizance of the Chief of Naval Personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence, records, membership applications, membership and user listings of Nonappropriated Fund Activity facilities, accounts receivable records, bad check listings, investigatory reports involving abuse of facilities, required for management of Nonappropriated Fund Activities under the cognizance Chief of Naval Personnel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Department of the Navy in the performance of their duties related to the management, supervision and administration of Nonappropriated Fund Activities under the cognizance of the Chief of Naval Personnel. The Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office related to the management, supervision, and administration of Nonappropriated Fund Activities under the cognizance of the Chief of Naval Personnel.

Officials and employees of other components of the Department of Defense in the performance of their official duties related to the management, supervision and administration of Nonappropriated Fund Activities under the cognizance of the Chief of Naval Personnel.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representatives of the Executive Branch Agencies.

The Senate or the House of Representatives of the United States or any committees or sub committees thereof on matters within their jurisdiction requiring disclosure of the files or records of persons covered by this system.

Such Civilian Contractors and their employees as are or may be operating in

accordance with an approved, official contract with the U.S. Government. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records may be stored on magnetic tapes, disc, drums and on punched cards.

Manual records may be stored in paper file folders, microfiche or microfilm.

RETRIEVABILITY:

Primarily by Name, and/or Social Security Number/Membership Number.

SAFEGUARDS:

Computer and punched card processing facilities are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need to know.

RETENTION AND DISPOSAL:

Records are retained or disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps Records, or Departmental Instructions.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Personnel, Navy Department, Washington, D. C. 20370

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to: Chief of Naval Personnel (Attn: Privacy Act Coordinator), Navy Department, 20370; or to the Head of the local Nonappropriated Fund Activity concerned. The letter should contain full name, social security account number, status, address, and signature of the requestor.

The individual may visit the Chief of Naval Personnel, Washington, D. C. 20370 (Arlington Annex, FOB ¢2), Rm. 1066 for assistance with records located in that building; or the individual may visit the local activity concerned for access to locally maintained records. Proof of identification will consist of Military Identification Card for persons having such cards, or other picture-bearing identification.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Officals and employees of the Department of the Navy, Department of Defense, and components thereof, in performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; general correspondence concerning the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01754-1

SYSTEM NAME:

Navy Family Support Program

SYSTEM LOCATION:

Navy Family Service Centers located at various Naval and Marine Corps activities. A list of the proposed 78 Family Service Center Sites and anticipated implementation year is attached.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy and Marine Corps service members and their families/dependents. In certain overseas locations civilian Navy and Marine Corps employees may be eligible for services. In certain CONUS locations, civilian Marine Corps employees may be eligible for services.

CATEGORIES OF RECORDS IN THE SYSTEM:

File could contain personal information such as name, social security number, home address, telephone number, marriage counseling information, parent-child relationship information, family relations, financial data, and developmental disability information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301 Departmental Regulations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Family Service Centers in the performance of their duties related to counseling/servicing the member and/or dependent.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of member.

SAFEGUARDS:

Records are maintained in monitored or controlled areas accessible only to authorized personnel that are properly cleared and trained. Building/rooms locked outside regular working hours.

RETENTION AND DISPOSAL:

Records are retained for two years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Operations (OP-152), Department of the Navy, Washington, DC 20370.

NOTIFICATION PROCEDURE:

Written requests may be addressed to the appropriate Naval/Marine Corps activity concerned (mailing addresses are listed in the Navy directory in the component system notice). Individuals should provide proof of identity, full name, rank, dates of counseling, etc.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Form submitted by the individual applying for counseling/assistance.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N01770-1

SYSTEM NAME:

Decedent Affairs Records System

SYSTEM LOCATION:

Bureau of Medicine and Surgery (Code 73), 23d and E Sts, NW, Washington, D. C. 20372 Commandants of Naval Districts CO Naval Medical Treatment Facilities

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Deceased individuals for whom the Department of the Navy is responsible

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports concerning casualty, status, transportation of remains, requests for special escorts and our responses, disposition instructions, acknowledgements to next of kin; pertinent data, medals and awards, preparation and identification of remains reports, escort orders and debriefing forms, death certificates, some autopsy reports, DD Forms 1300 (Reports of Casualty); correspondence pertaining thereto; and adjudication copies and paid vouchers and statistical data excerpted from decedent affairs files

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, US Code 103a and b; Title 10, Sections 1481-1488, US Code; Executive Orders 8557, 30 Sep 40 and 10209 of 1 Feb 51; 44 US Code 3101

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

PURPOSE

To facilitate and monitor return of remains and associated benefits

CATEGORIES OF USERS

Department of Navy and families of decedents

SPECIFIC USES

Verification of eligibility for benefits; provision of information to families of decedents concerning identification, care and return of remains, causes of death and payment of allowances

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders Statistical data on magnetic tape

RETRIEVABILITY:

Filed alphabetically according to name of decedent by fiscal year of date of death -- Name, social security (or serial) number, date of death

SAFEGUARDS:

Locked building and guard during non-duty hours; personnel screening during duty hours

RETENTION AND DISPOSAL:

Permanent - Records are accumulated chronologically and filed alphabetically by fiscal year; held three years and retired to the Federal Records Center for permanent retention under control of this Bureau

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Bureau of Medicine and Surgery Commandants of Naval Districts Commanding Officers, Medical Treatment Facilities

NOTIFICATION PROCEDURE:

Address inquiries to the systems manager Inquiry must include name of decedent, military status at time of death, SSAN and/or service number, and date of death Requestor may visit Bureau of Medicine and Surgery (Code 73), 23d and E Streets, NW, Washington, D. C. 20372

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the systems manager

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Reports submitted by field commands and next of kin as required by regulations and directives pertaining to the decedent affairs program

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N01770-2

SYSTEM NAME:

Casualty Information Support System

SYSTEM LOCATION:

Primary System-Chief of Naval Personnel, Navy Department, Washington, D.C. 20370 and local activity to which individual is assigned (see Directory of the Department of the Navy Mailing Addresses); Washington National Records Center, Suitland, Maryland.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Navy military personnel who are reported missing, missing in Action, Prisoner of War or otherwise detained by armed force; deceased in either an active or inactive duty status; reported ill/injured in either active duty, fleet reserve, or retired status.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence, reports, and records in both automated and non-automated form concerning circumstances of casualty, next-of-kin data, survivor benefit information, personal and service data, and casualty program data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Department of the Navy in performance of their official duties related to casualty program management and responding to inquiries from survivors of Navy military personnel.

Officials and employees of other components of the Department of Defense in the performance of their official duties related to Casualty Program Management.

Secretary of Health Education and Welfare and the Director of the Veterans Administration and their officials and employees in connection with eligibility, notification and assistance in obtaining benefits due.

The Senate or the House of Representatives of the United States or any committee or subcommittee of joint committees on matters within their jurisdiction requiring disclosure of the casualty files of Navy members.

Nongovernment Agencies - To assist in settlement of member's affairs. The comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office relating to the Navy's Casualty and Survivor's Benefit Program.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the department of justice or carried out as the legal representative of the Executive Branch agencies.

Officials and employees of state and local government agencies in connection with eligibiliy, notification and assistance in obtaining benefits due. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records may be stored on magnetic tapes, disc, drums and on punched cards.

Manual records may be stored in paper files, microfiche or microfilm.

RETRIEVABILITY:

Records may be retrieved by name and/or social security account number.

SAFEGUARDS:

Computer and punched card processing facilities are located in restricted areas accessible only to authorized persons that are properly screened, trained, and cleared.

Manual records and computer printouts are available only to authorized personnel having a need to know.

RETENTION AND DISPOSAL:

Files are retained and disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps Records, or in accordance with Department Regulations.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Personnel, Navy Department, Washington, D.C. 20370.

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to: Chief of Naval Personnel, (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370; or, in accordance with the Directory of the Department of the Navy Mailing Addresses (i.e., local activities). The letter should contain full name, social security account number (and/or enlisted service number/officer file number), rank/rate, military status, date of casualty and status at time of casualty, and signature of the requestor. The individual may visit the Chief of Naval Personnel, Arlington Annex (FOB₄2), RM 1066, Washington, D.C. for assistance with records located in that building; or the individual may visit the local activity for access to locally maintained records. Proof of identification will consist of Military Identification Card for persons having such cards, or other picture-bearing identification.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Officials and employees of the Department of the Navy, Department of Defense, Public Health Service, Veterans Administration, and components thereof, in performance of their official duties as specified by current Instructions and Regulations promulgated by competent authority; casualty reports may also be received from state and local agencies, Hospitals and other agencies having knowledge of casualties to Navy personnel; general correspondence concerning member.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01800-1

SYSTEM NAME:

Naval Home Resident Information System

SYSTEM LOCATION:

Primary System-Governor, U.S. Naval Home, 24th and Grays Ferry Avenue, Philadelphia Pennsylvania 19146
Secondary System-National Personnel Records Center, St. Louis, Missouri 63132

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Residents of the Naval Home (current, discharged and deceased).

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence and records concerning application for admission and supporting documents, personnel data, service data, personal affairs, administrative records covering period of residence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations
24 USC 17

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Department of the Navy, generally, and the Naval Home, specifically, in the performance of their official duties related to the management, supervision, and administration of the Naval Home.

The Comptroller General or any his authorized representatives, upon request, in the performance of duties of the General Accounting Office related to the management, supervision, and administration of the Naval Home.

Officials and employees of the Veterans Administration in the performance of their duties related to eligibility, notification and assistance in obtaining benefits by residents of the Naval Home.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual records may be stored in paper file folders, and/or vertical card files.

RETRIEVABILITY:

Records may be retrieved by name.

SAFEGUARDS:

All file folders and cards of residents are locked in file cabinets and are available only to authorized persons having a need to know.

RETENTION AND DISPOSAL:

Records are maintained at Naval Home for life of Resident and for 10 years after death or discharge or Resident; thereafter, records are retained at the National Personnel Records Center, St. Louis, Missouri.

SYSTEM MANAGER(S) AND ADDRESS:

Governor, U.S. Naval Home, 24th and Grays Ferry Avenue, Philadelphia, Pa 19146.

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to : Governor, U.S. Naval Home, 24th and Grays Ferry Avenue, Philadelphia, Pa 19146. The letter should contain full name, social security account number (and/or enlisted service number/officer file number), rank/rate, and signature of requestor. The individual may visit the Governor, U.S. Naval Home for assistance with record located in that building. Proof of identification will consist of Military Identification Card.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Officials and employees of the Department of the Navy, Department of Defense, and Veteran's Administration in the performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; general correspondence concerning the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01810-1

SYSTEM NAME:

Directory of Retired Regular and Reserve Judge Advocates

SYSTEM LOCATION:

Office of the Judge Advocate General (Code 61) Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Retired Officers of the Judge Advocate General's Corps

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, SSAN, Designator, address, rank, retirement date.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 806

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To utilize/assign retired Judge Advocate Generals' Corps Officers to Official Navy Selection Boards involving Judge Advocate Generals' Corps Personnel and to facilitate location of lawyers throughout the world with naval experience, which may be utilized by the Naval Service. These records may be furnished to other components of the Department of Defense.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer paper printouts

RETRIEVABILITY:

Computer paper printouts requested from the Bureau of Naval Personnel. Retirees are shown alphabetically by rank.

SAFEGUARDS:

Records are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Records not kept after person is deceased.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the system manager. Written requests must be signed by the requesting individual. For personal visits, the requesting individual should be able to provide some acceptable identification, e.g. Armed Forces identification card, driver's license, etc.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the system manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information received from records held by the Bureau of Naval Personnel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N01850-1

SYSTEM NAME:

Determinations on Origins of Disabilities For Which Military Members Have Retired

SYSTEM LOCATION:

Office of the Judge Advocate General (code 12), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Retired or former members of the Navy or Marine Corps who have been placed on the Temporary Disability Retired List or Permanent Disability Retired List and who have subsequently obtained or applied for Federal civilian employment.

CATEGORIES OF RECORDS IN THE SYSTEM:

Requests originated by individuals concerned or any federal agencies employing such individuals; Bureau of Medicine and Surgery historical narratives and opinions concerning the origins of disabilities of individuals on whom determinations have been requested; copies of Judge Advocate General determinations; and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 3502(a), 6303(a), 8332(c);
5 U.S.C. 301;
44 U.S.C. 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used as the basis for determinations concerning the eligibility of individuals of the above-described category to certain benefits connected with Federal civilian employment available to those disabled in combat with enemies of the United States or having disabilities caused by instrumentalities of war during periods of war. Determinations are rendered, upon request, to any Federal agencies employing members who retired from the naval service for disability. The information may be furnished to other components of the Department of Defense.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained in file folders.

RETRIEVABILITY:

By name of individual.

SAFEGUARDS:

Files are maintained in file cabinets under the control of authorized personnel during working hours; the office space in which the file cabinets are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Records are permanent and are retained indefinitely in the Office of the Judge Advocate General.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained by written request to the System Manager stating the full name of the individual concerned and the approximate date on which relief was requested. Written request must be signed by the requesting individual. Visits may be made to: Civil Affairs Division (Code 12) Office of the Judge Advocate General Room 9n11, Hoffman Bldg II, 200 Stovall St., Alexandria, Va. 22332

Armed forces identification card or state driver's license is required for identification.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Employment information in the system is submitted by the individuals concerned or the Federal agencies employing them. Medical information in the system is obtained from the individuals' medical records, physical evaluation board records, and service records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N01850-2

SYSTEM NAME:

Physical Disability Evaluation System Proceedings

SYSTEM LOCATION:

Director, Disability Evaluation System, Ballston Tower 2, 801 N. Randolph St., Arlington, Va. 22203.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Navy and Marine Corps personnel who have been considered by a Physical Evaluation Board for separation or retirement by reason of physical disability (including those found fit for duty by such boards).

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains medical board reports; statements of findings of physical evaluation boards; medical reports from Veterans Administration and civilian medical facilities; copies of military health records; copies of JAG Manual investigations; copies of prior actions/appellate actions/review taken in the case; transcripts of physical evaluation board hearings; rebuttals submitted by the member; intra and interagency correspondence concerning the case; correspondence from and to the member, members of Congress, attorneys, and other interested members; and documents concerning the appointment of trustees for mentally incompetent service members.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 1216

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Department of the Navy - Used by personnel in the performance of their official duties to determine fitness for duty or eligibility for separation or retirement due to physical disability of Navy and Marine Corps personnel, by establishing the existence of disability, the degree of disability, and the circumstances under which the disability was incurred, and to respond to official inquiries concerning the disability evaluation proceedings of particular service personnel.

Veterans Administration - To verify information of service connected disabilities in order to evaluate applications for veterans' benefits.

Office of the Judge Advocate General - Used by personnel in the performance of their official duties relating to legal review of disability evaluation proceedings; response to official inquiries concerning the disability evaluation proceedings of particular service personnel; to obtain information in order to initiate claims against third parties for recovery of medical expenses under the Medical Care Recovery Act (42 U.S.C. 2651-53); and to obtain information on personnel determined to be mentally incompetent to handle their own financial affairs, in order to appoint trustees to receive their retired pay. In addition, the information may be furnished to other components of the Department of Defense.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and microfiche, and in some files, plastic recording discs and cassettes.

RETRIEVABILITY:

Filed by year of initial disability proceeding, and alphabetically by name within that year. Veterans Administration To verify information of service connected disabilities in order to evaluate applications for veterans' benefits.

SAFEGUARDS:

Files are maintained in file cabinets or other storage devices under the control of authorized personnel during working hours. Access during working hours is controlled by Board personnel and the office space in which the file cabinets and storage devices are located is locked after official working hours. The building in which the office is located employs security guards.

RETENTION AND DISPOSAL:

Records are permanent. They are retained by the Naval Council of Personnel Boards for six years. After that time, they are sent to the Washington National Center, 4205 Suitland Road, Suitland, Maryland.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Naval Council of Personnel Boards, Ballston Tower 2, 801 N. Randolph St., Arlington, Va. 22203.

NOTIFICATION PROCEDURE:

Information may be obtained from the Naval Council of Personnel Boards, Ballston Tower 2, 801 N. Randolph St., Arlington, Va. 22203.

Written requests for information should contain the full name of the individual, military grade or rate, and date of Disability Evaluation System action. Written requests must be signed by the requesting individual.

For personal visits, the individual should be able to provide some acceptable identification, such as a military identification card (active duty or retired) or a driver's license.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the Director, Naval Council of Personnel Boards, Ballston Tower 2, 801 N. Randolph St., Arlington, Va. 22203.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Military medical boards and medical facilities; Veterans Administration and civilian medical facilities; physical evaluation boards and other activities of the disability evaluation system, Naval Council of Personnel Boards, the Bureau of Medicine and Surgery; the Judge Advocate General; Navy and Marine Corps local command activities; other activities of the Department of Defense; and correspondence from private counsel and other interested persons.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N01900-1

SYSTEM NAME:

Naval Discharge Review Board Proceedings.

SYSTEM LOCATION:

Naval Discharge Review Board, Room 914, Ballston Tower 2, 801 North Randolph Street, Arlington, Va. 22203

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Former Navy and Marine Corps personnel who have submitted applications for review of discharge or dismissal pursuant to 10 USC 1553, or whose discharge or dismissal has been or is being reviewed by the Naval Discharge Review Board, on its own motion, or pursuant to an application by a deceased former member's next of kin.

CATEGORIES OF RECORDS IN THE SYSTEM:

The file contains the former member's application for review of discharge or dismissal, any supporting documents submitted therewith, copies of correspondence between the former member or his counsel and the Naval Discharge Review Board and other correspondence concerning the case, and a summarized record of proceedings before the Board.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 1553

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The file is used in conjunction with the consideration of the former member's application for review of discharge or dismissal and any subsequent application by the member. The file is referred to in answering inquiries on behalf of or from the former member or counsel regarding the action taken in the former member's case. The file is referred to by the Board for Correction of Naval Records in conjunction with its review of any subsequent application by the former member for a correction of records relative to the former member's discharge or dismissal. The file is used by counsel for the former member, and by accredited representatives of veterans' organizations recognized by the Administrator of Veterans' Affairs under 38 U.S.C. 3402 and duly designated by the former member as his or her representative before the Naval Discharge Review Board.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; plastic recording disks and recording cassettes.

RETRIEVABILITY:

The records are filed by name, by social security number, and by service number.

SAFEGUARDS:

Files are kept within the Naval Discharge Review Board's administrative office. Access during business hours is controlled by Board personnel. The office is locked at the close of business; the building in which the office is located employs security guards.

RETENTION AND DISPOSAL:

Files are permanent. They are retained in the Naval Discharge Review Board's administrative office for two years. After that time, they are sent to the Federal Records Center, 4205 Suitland Road, Suitland, Maryland 20409.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Naval Council of Personnel Boards, Department of the Naval, 801 North Randolph Street, Arlington, Va. 22203

NOTIFICATION PROCEDURE:

Information may be obtained from the Naval Discharge Review Board, Room 905, 801 North Randolph Street, Arlington, Va. 22203. Telephone 202/692-4991

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information contained in the files is obtained from the former member or those acting on the former member's behalf, from military personnel and medical records, and from records of law enforcement investigations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N01900-2

SYSTEM NAME:

Navy Individual Service Review Board Proceedings (ISRB)

SYSTEM LOCATION:

Commander, Naval Military Personnel Command, Department of the Navy, Washington, DC 20370.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have applied for discharge from the United States Navy who claim membership in a group which has been determined to have performed active military service with the United States Navy.

CATEGORIES OF RECORDS IN THE SYSTEM:

The file contains the individual's application for discharge, supporting documentation, copies of correspondence between the individual and the Navy ISRB and other correspondence concerning the case.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Public Law 95-202

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The file is used in conjunction with the consideration of the individual's application for discharge and any subsequent application by the individual. The file is used by the individual, the counsel for the individual, his/her designated representative, by those acting on behalf of the individual, and by the Navy ISRB.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and cross-referenced index cards.

RETRIEVABILITY:

The records are filed by name.

SAFEGUARDS:

The files are kept within the Naval Military Personnel Command offices. Access during business hours is controlled by Command personnel. Records not in use are maintained in a room which is locked during non-duty hours. The Command is secured at the close of business and the building is which the command is located has limited access controlled by security guards.

RETENTION AND DISPOSAL:

Applications which are approved will necessitate creation of a service record which is part of the Navy Personnel Records System. Remaining records are retained in the Naval Military Personnel Command for two years and then destroyed. Cross-referenced index cards are retained permanently in the Naval Military Personnel Command.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Military Personnel Command, Department of the Navy, Washington, DC 20370.

NOTIFICATION PROCEDURE:

Information may be obtained from the Commander, Naval Military Personnel Command (NMPC-3), Department of the Navy, Washington, DC 20370.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information contained in the files is obtained from the individual or those acting on the individual's behalf, from other military records and from the Department of Defense Civilian/Military Service Review Board.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N03461-1

SYSTEM NAME:

Summary debriefs of former Prisoners of War.

SYSTEM LOCATION:

Fleet Aviation Specialized Operational Training Group, Pacific Fleet, Naval Air Station, North Island, San Diego, California 92135

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Former Prisoners of War in Southeast Asia.

CATEGORIES OF RECORDS IN THE SYSTEM:

Synopsis of captivity experiences as summarized by debriefers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Background information on captivity experiences, resistance techniques, and survival aspects including indoctrination, interrogation, PW organization, communications, medical/isolation conditions and facilities for use in training program. Users are school instructors/managers.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

Name.

SAFEGUARDS:

Need to know certification, locked room, limited access building with visitor control, GSA Approved Security Container.

RETENTION AND DISPOSAL:

Held indefinitely in support of training.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Intelligence Command, Naval Intelligence Command Headquarters, 2461 Eisenhower Avenue, Alexandria, Virginia 22331.

NOTIFICATION PROCEDURE:

Commanding Officer of military personnel submit visit request (OPNAV Form 5521-27) to Commanding Officer, Fleet Aviation Specialized Operational Training Group, Pacific Fleet, Naval Air Station, North Island, San Diego, California 92135. Civilian personnel submit request to System Manager.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Debriefing sessions with individual concerned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N03461-2

SYSTEM NAME:

POW/MIA captivity studies

SYSTEM LOCATION:

Naval Health Research Center, Center for Prisoner of War Studies, San Diego, California 92152

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Files are maintained by Code on all military and civilian returned prisoners of war, and on the families of military POW/MIAs, civilian POWs and military KIAs.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files consist of intelligence debriefing material, microfilm and microfiche copies of medical records, X-rays, dental and somatotype photographs, newspaper clippings, individual and family research questionnaires.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Files are converted to group statistics and are used for research into the effects of the captivity experience on the man and his family and for recommending changes in training and improved health care delivery services, as well as for professional publications.

Professional Staff, Center for Prisoner of War Studies; Research Staff, Naval Aerospace Medical Institute, Pensacola, Florida; Research Staff, Brooke Army Medical Center, San Antonio, Texas.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Files consist of file folders, magnetic and video tapes, key-punched IBM cards, computer tapes, microfiche and microfilm.

RETRIEVABILITY:

Files are retrieved by code number.

SAFEGUARDS:

Files are maintained by code in locked file cabinets within a vault with 24-hour sensor security. There is personal screening of all visitors, and building is in a classified area. Only professional research personnel with security clearance are given access to file codes.

RETENTION AND DISPOSAL:

The files will be maintained as long as there is an ongoing program of captivity research; with destruction of codes when files are closed.

SYSTEM MANAGER(S) AND ADDRESS:

Head, Environment Stress Branch, CPWS

NOTIFICATION PROCEDURE:

Write: Director, Center for Prisoner of War Studies, Naval Health Research Center, San Diego, Ca. 92152, providing full name, military or civilian status, POW status, security clearance, and service affiliation.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the System's manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

All information contained in files was obtained through personal interviews with returned POWs, families of POW/MIA/KIA/civilian POWs, through intelligence debriefings at time of repatriation, newspapers and periodicals, and from materials supplied by the Department of the Army (Office of the Surgeon General and Army Intelligence); Department of the Navy (Bureau of Medicine and Surgery and Naval Intelligence); and Marine Corps Headquarters.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N03501-1

SYSTEM NAME:

Fleet Ballistic Missile Submarine Demo and Shakedown Operation Crew Evaluation

SYSTEM LOCATION:

Director, Strategic Systems Projects (PM-1) Department of the Navy Washington, D.C. 20376

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Officer and enlisted personnel in responsible positions within the Weapons and Navigation Department of both crews of a fleet ballistic missile submarine undergoing Demonstration and Shakedown Operations

CATEGORIES OF RECORDS IN THE SYSTEM:

Memorandum report to file

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Preparation of Certification for Deployment messages by Director, Strategic Systems Projects and Commander Submarine Group Six and development of follow-on training programs

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File holders

RETRIEVABILITY:

Ship and crew designators

SAFEGUARDS:

Access restricted to Assistant for Weapons System Operation and Evaluation staff, Strategic Systems Project Office and Commander Submarine Group Six staff. Vault storage.

RETENTION AND DISPOSAL:

Maintained for at least two years then destroyed by shredding

SYSTEM MANAGER(S) AND ADDRESS:

Director, Strategic Systems Projects Department of the Navy Washington, D.C. 20376

NOTIFICATION PROCEDURE:

All inquires should be directed to the Privacy Act Coordinator:

Deputy Director, Strategic Systems Projects
Department of the Navy
Washington, D.C. 20376

and should indicate full name, military status, time period and ship undergoing Demonstration and Shakedown Operations, and billet held.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Observation of Demonstration and Shakedown Operation team and questionnaire filled out by ship's personnel

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N03760-1

SYSTEM NAME:

Individual Flight Activity Report

SYSTEM LOCATION:

Commander, Naval Safety Center, Naval Air Station, Norfolk, VA 23511

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All aeronautically designated commissioned Navy and Marine Officers assigned as crew members in the operation of an aircraft in accordance with the direction of competent authority.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports of each flight submitted by the custodian of the aircraft. Total flight activity survey reports and annual flight activity reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Flight activity data for specific individuals or categories of aviators is correlated with aircraft mishap data. This information is analyzed in order to determine the relationship between various categories and combinations of flight experience and accident involvement. Results of these studies are provided to all echelons within the Navy

and Marine Corps having responsibility for flight operations, pilot training and allocation of resources to and within the aviation program. An annual summary of flight activity by model aircraft is provided to each reporting individual for his verification and personnel records. Upon request, a detailed by flight report for a specified time frame is also provided. Records are also provided to Chief of Naval Personnel for promotional screening, detailing and compliance with minimum standards. Summaries of flight activity for Marine Corps personnel are provided to the Commandant of the Marine Corps. Records of specific pilots or categories of pilots are provided to contractors, if required, for projects either funded by or deemed potentially valuable to the Department of the Navy. When requested, records are provided to the General Accounting Office, to the Naval Audit Service and to offices or committees authorized by Congress to investigate certain phases of the Naval Aviation Program.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape.

RETRIEVABILITY:

Any of the data elements such as pilot's social security number, model aircraft, squadron and specific flight experience may be used to retrieve individual records.

SAFEGUARDS:

A limited number of data processing personnel have access to the computer facility and to the magnetic tape files and computer programs. All requests for information which are not included in the routine usage criteria must be approved by the Commander, Naval Safety Center or his designated representative.

RETENTION AND DISPOSAL:

Magnetic tape files contain all available records and are never purged. Reports are not transferred to a record center.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Aviation Safety Programs, Naval Safety Center, NAS, Norfolk, VA 23511

NOTIFICATION PROCEDURE:

Individuals may write the System Manager giving full name, address, military status and social security number in order to determine if the system contains any records pertaining to them. Personal visitors will be required to produce military or comparable civilian identification cards.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Aircraft reporting custodian, Navy and Marine Corps pilots.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N03810-1

SYSTEM NAME:

Naval Intelligence Management Information System (NIMIS)

SYSTEM LOCATION:

Commander Naval Intelligence Command, 4600 Silver Hill Road, Washington, D.C. 20389.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and federal employees of the Commander, Naval Intelligence Command and subordinate commands thereof.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains a record of taskings to various components of the Office of Naval Intelligence and the Naval Intelligence Command, including a record of workhours expended on those tasks by each individual involved.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, USC 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information derived from this system is used by the Office of Naval Intelligence and its components, for research analysis, developing and evaluating plans, policies, procedures, and related matters. The information is also used for the purpose of measuring intelligence production against budgeted programs and goals; for purposes of maintaining a record of intelligence taskings and projects assigned to the Office of Naval Intelligence and its components including the current status; for historical and statistical purposes; including use of summary data as the basis for various reports; and for such other matters as may be necessary to fulfill the responsibilities of ONI and components thereof; the Director of Central Intelligence; United States Foreign Intelligence Board; and other appropriate federal agencies requiring the information to fulfill legal responsibilities.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic disk with backup on magnetic tape. Maintained in controlled access areas.

RETRIEVABILITY:

Files are accessed and retrieved by a project number and/or by social security number or a locally assigned number.

SAFEGUARDS:

In compliance with the specified requirements for classified matter and are accessible to authorized personnel with proper security clearance and need for access.

RETENTION AND DISPOSAL:

Records are maintained by fiscal year and are destroyed after 5 years.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Intelligence Command, 4600 Silver Hill Road, Washington, DC 20389.

NOTIFICATION PROCEDURE:

A person can determine whether the system contains information pertaining to that individual by making a written request to the system manager. The written request should contain full name, social security number, current residence address and telephone number.

RECORD ACCESS PROCEDURES:

Written requests to the system manager requesting rules for access to records.

CONTESTING RECORD PROCEDURES:

The Office of Naval Intelligence rules for contesting contents and appealing determinations may be obtained from the systems manager.

RECORD SOURCE CATEGORIES:

Workhour inputs are obtained from each individual on a weekly basis.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N03834-1

SYSTEM NAME:

Special Intelligence Personnel Access File

SYSTEM LOCATION:

Commander Naval Intelligence Command, 4600 Silver Hill Road, Washington, DC 20389

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian and military personnel of the Department of the Navy and contractors and consultants of the Department of the Navy.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records pertaining to the eligibility of Department of the Navy personnel (civilian,military, contractor and consultant) to be granted access to Special Intelligence which include documents of nomination, personal history statements, background investigation date and character, narrative memoranda of background investigation, eligibility documents for access to special intelligence, proof of indoctrination and debriefings as applicable and record of hazardous activity restrictions assigned.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Security Act of 1947, as amended; 5 U.S.C. 301, Departmental regulations; 10 U.S.C. 503, Department of the Navy; 10 U.S.C. 6011, Navy Regulations; 44 U.S.C. 3101, Records Management by federal agencies; Executive Order 11652, classification and declassification of National Security Information and Material.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Special Intelligence Personnel Access File is maintained for the purpose of permitting a determination of an individual's eligibility for access to Special Intelligence information. This information may be provided to the Department of Defense and all its components, the Central Intelligence Agency, the Federal Bureau of Investigation, the National Security Agency, the Energy Research and Development Administration, the United States Treasury Department, the Department of State, and to any other Federal agency establishing a need to know for the performance of their assigned responsibilities.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Active files consist of paper records in file folders and computerized tapes. Inactive files are retained on microfiche.

RETRIEVABILITY:

Records are filed alphabetically by last name of the individual.

SAFEGUARDS:

GSA approved containers located in controlled access spaces.

RETENTION AND DISPOSAL:

Records are retained indefinitely. Inactive files are retained on microfiche.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Intelligence Command, 4600 Silver Hil Road, Washington, DC 20389.

NOTIFICATION PROCEDURE:

Information may be obtained by written request to the system manager, giving full name, residence address and date and place of birth. A notarized statement may be required for identity verification.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Personal History Statement and related forms from the individual. Access forms and documents prepared by the system manager. Correspondence between system manager and activities requesting access status.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N04050-1

SYSTEM NAME:

Personal Property Program

SYSTEM LOCATION:

All Navy Personal Property Counseling and Shipping Offices and Federal Records Centers (mailing addresses are listed in the Navy directory in the appendix to the Component System Notice).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DOD and other federal departmental military personnel and their dependents and civilian employees and their dependents having applied for and shipped and/or stored personal property, privately owned automobiles and mobile homes.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's applications for shipment and/or storage related shipping documents and records of delivery, payment, and inspection of personal property. Forms maintained include: DD 619 Statement of Accessorial Services Performed; DD 1100 Household Good Storage Record; SF 1103 U.S. Government Bill of Lading; DD 1252 U.S. Customs Declaration for Personal Property Shipments (Part I); DD 1252-1 U.S. Customs Declaration for Personal Property Shipments (Part II); DD 1299 Application for Shipment and/or Storage of Personal Property; DD 1671 Reweight of Personal Property; DD 1780 Report of Carrier Services Personal Property Shipment; DD 1781 Customer Satisfaction Report; DD 1797 Personal Property Counseling Checklist; DD 1799 Member's Report on Carrier Performance- Mobile Homes; DD 1800 Mobile Home Shipment Inspection at Destination; DD 1841 Government Inspection Report; DD 1842 Claim for Personal Property Against the United States; DD 1845 Schedule of Property.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 5724; DOD Regulation 4500.43; DOD Regulation 4500.34-R; 'personal Property Traffic Management Regulation;' JAG Manual; NAVSUP Publication 490; 'Transportation of Personal Property.'

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Navy Personal Property Shipping Offices applicable finance centers and the Navy Material Transportation Office for effecting, coordinating and payment of personal property shipment and storage.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of member.

SAFEGUARDS:

Records are maintained in monitored or controlled areas accessible only to authorized personnel that are properly cleared and trained. Buildings-rooms locked outside regular working hours.

RETENTION AND DISPOSAL:

Records are retained in Personal Property Office files for a period of four years, then forwarded to Federal Record Centers and/or General Accounting Office for indefinite retention.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Supply Systems Command (Code 05), Washington, D.C. 20376.

NOTIFICATION PROCEDURE:

Written requests may be addressed to the appropriate Navy personal property shipping office concerned (mailing addresses are listed in the Navy directory in the component system notice). Individuals should provide proof of identity, full name, rank, dates of shipment-storage, etc.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the Commander, Naval Supply Systems Commands (Code 05), Washington, D.C. 20376.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents of records and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Application and related forms submitted by the individual concerned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N04060-1

SYSTEM NAME:

Navy and Marine Corps Exchange and Commissary Sales Control and Security Files

SYSTEM LOCATION:

Organizational elements of the Department of the Navy as listed in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Customers, employees, and guests at Navy and Marine Corps Exchanges and Commissaries, including individuals making large dollar volume purchases and contract purchases; individuals having requested adjustments or made claims; individuals having previously passed bad checks or been apprehended for shoplifting.

CATEGORIES OF RECORDS IN THE SYSTEM:

Sales and contract records; lists, logs, or card records of individuals; claims and adjustment records; large volume purchase records; mail orders, and customer special order records, customer list; correspondence; and abuser notification letters. Records of complaints and investigations of regulatory and criminal violations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301 Departmental Regulations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Sales control and prevention and detection of abuse of privileges. Determine responsibility when there are violations of regulations or criminal statutes. Information may be: Provided to local, state, or federal organizations, including the Naval Investigative Service and to the Federal Bureau of Investigation or foreign organizations for further investigation or prosecution; used by command legal personnel for prosecution of military offenses and other administrative action; provided to the Department of Justice in support of civil litigation; provided to officials of other federal agencies in connection with the performance of their official duties related to personnel administration.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records may be stored on magnetic tape, discs, drums, and punched cards. Manual records may be stored in file folders or microform, in file cabinets or other containers.

RETRIEVABILITY:

Automated and manual records may be retrieved by social security account number and/or name.

SAFEGUARDS:

Access is provided on a need-to-know basis, only. Automated records are located in restricted areas accessible only to authorized persons. Manual records and computer printouts are maintained in locked or controlled access areas.

RETENTION AND DISPOSAL:

Records are retained or disposed of in accordance with SECNAVINST 5212.5B, Disposal of Navy and Marine Corps Records.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Apply to system manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individuals concerned, other records of the activity concerned, other records of activity investigators, witnesses, correspondents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552a(j) or (k), as applicable. For additional information, contact the system manager.

N04066-1

SYSTEM NAME:

Bad Checks and Indebtedness Lists

SYSTEM LOCATION:

Commander, Navy Resale and Services Support Office, 3rd Ave. and 29th St., Brooklyn, NY 11232 (for all Navy Exchanges) Commissary Store operations as listed in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Patrons of Navy exchanges and Commissary Stores who have passed checks which have proven bad; recruits who have open accounts wth Navy exchanges; patrons who have made C.O.D. mail order transactions and those patrons who make authorized charge or credit purchases where their accounts are maintained on the basis of an identifying particular such as name, social security number or service number.

CATEGORIES OF RECORDS IN THE SYSTEM:

Bad Check System (including: Returned Check Ledger; Returned Check Report; copies of returned checks; bank advice relative to the returned check or checks; correspondence relative to attempt by the Navy exchange or Commissary Store to locate the patron and/or obtain payment; a printed report of names of those persons who have not made full restitution promptly, or who have had two or more checks returned through their own fault or negligence) Accounts Receivable Ledger, detailed by patron; COD Sales Ledger;

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 and 10 USC 5031

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by Department of the Navy's personnel in the performance of their official duties to record receipt of bad checks from patrons; to monitor and avoid undue losses because of continued passing of bad checks. This system also contains information regarding the correspondence issued in an effort to recover losses. A bad check list is locally and centrally. This information is issued to all cashiers, exchange and commissary officers. The Accounts Receivable ledgers are used to properly record credit sales and the payment of these accounts.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The media in which these records are maintained vary, but include: magnetic tape; printed reports; file folders; file cards;

RETRIEVABILITY:

Name and social security number

SAFEGUARDS:

Locked file cabinets; supervised office spaces; supervised computer tape library which is accessable only through the computer center (entry to the computer center is controlled by a combination lock known by authorized personnel only).

RETENTION AND DISPOSAL:

Navy exchange records retention standards are contained in the 'Disposal of Navy and Marine Corps Records, Part II, chapters 4 and 5 and/or the Navy Exchange Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Policy Official Commander Navy Resale and Services Support Office 3rd Ave. and 29th St. Brooklyn, Ny. 11232

Record Holder Director, Treasury Division (TD) Navy Resale and Services Support Office 3rd Ave. and 29th St. Brooklyn, Ny. 11232

NOTIFICATION PROCEDURE:

Written contact may be made by addressing inquiries to: Commander Navy Resale and Services Support Office 3rd Ave. and 29th St. Brooklyn, Ny. 11232

In the initial inquiry the requester must provide full name, social security number, activity where they had their dealings. A list of other offices the requester may visit will be provided after initial contact is made at the office listed above. At the time of a personal visit, requesters mustprovide the following proof of identity containing the requester's signature.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

The individual; the bank involved and the activity sales records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N04066-2

SYSTEM NAME:

Commercial Fidelity Bond Insurance Claims

SYSTEM LOCATION:

Commander, Navy Resale and Services Support Office, 3rd Ave. & 29th St. Brooklyn, NY 11232 (for all Navy Exchanges).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian and military personnel assigned to Navy exchanges, who the duly constituted authority (usually a Board of Investigation appointed by the base Commanding Officer) has established to be guilty of a dishonest act which has resulted in a loss of money, securities or other property, real or personal, for which the exchange is legally liable.

CATEGORIES OF RECORDS IN THE SYSTEM:

Equipment Loss Reports, Cash and/or Merchandise Loss Reports from Navy exchanges, including correspondence relating to losses.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5USC 301 and 10 USC 5031

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by Department of the Navy personnel in the performance of their duties, to provide information, as required, to the insurance carrier (fidelity Bond Underwriter) for appropriate coverage, as well as to render appropriate assistance in processing insurance claims.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The media in which these records are maintained varies but includes file folders and ledgers.

RETRIEVABILITY:

Name, payroll number, service number, activity.

SAFEGUARDS:

Locked file cabinets; locked offices which when open are supervised by appropriate personnel; security guards.

RETENTION AND DISPOSAL:

Records are retained for three years after settlement and then retired to the

SYSTEM MANAGER(S) AND ADDRESS:

Federal Records Center, St. Louis, Mo.

Commander Navy Resale and Services Support Office 3rd Ave. and 29th St., Brooklyn, NY 11232

NOTIFICATION PROCEDURE:

Written contact may be made by addressing inquiries to: Commander Navy Resale and Services Support Office 3rd Ave. and 29th St. Brooklyn, Ny. 11232

In the initial inquiry the requestor must provide full name, payroll or military service number and activity where they had their dealings. A list of other offices the requestor may visit will be provided after initial contact is made at the office listed above. At the time of a personal visit, requesters must provide proof of identity containing the requester's signature.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

The individual; the insurance underwriter; audit reports; investigatory reports and/or activity loss records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N04066-3

SYSTEM NAME:

Layaway Sales Records

SYSTEM LOCATION:

Commands, Navy Resale and Services Support Office, 3rd ave. and 29th Street, Brooklyn, NY 11232 (for all Navy exchanges)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Patrons of Navy exchanges who buy goods on a layaway

CATEGORIES OF RECORDS IN THE SYSTEM:

Layaway Tickets and layaway patron lists

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5USC301 and 10USC5031

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by Department of the Navy personnel in the performance of their duties to record the selection of layaway merchandise, record payments, verify merchandise pick-up and perform sales audit.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders include layaway tickets and layaway patron lists.

RETRIEVABILITY:

Name, address, service number or exchange permit number

SAFEGUARDS:

Locked file cabinets, supervised records space

RETENTION AND DISPOSAL:

Destroyed after two years per Navy Exchange Manual

SYSTEM MANAGER(S) AND ADDRESS:

Policy Official Commander Navy Resale and Services Support Office 3rd Ave. and 29th St. Brooklyn, Ny. 11232

Record Holder Director, Controller Division (CD) Navy Resale and Services Support Office 3rd Ave. and 29th St. Brooklyn, Ny. 11232

Individual record holders within the central system may be contacted through the central system record holder.

NOTIFICATION PROCEDURE:

Written contact may be made by addressing inquiries to: Commander Navy Resale and Services Support Office 3rd Ave. and 29th St. Brooklyn, Ny. 11232

In the initial inquiry, the requester must provide full name, social security number, activity where layaway sales were transacted. A list of other offices the requester may visit will be provided after initial contact at the office listed above. At the time of personal visit,

RECORD ACCESS PROCEDURES:

requesters must provide proof of identity containing the requester's signature.

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

The individual

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N04066-4

SYSTEM NAME:

Navy Lodge Records

SYSTEM LOCATION:

Commander, Navy Resale and Services Support Office, 3rd Ave. and 29th St., Brooklyn, NY 11232 (for all Navy Exchanges)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Patrons and guests authorized lodging at a Navy exchange Navy Lodge.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reservation request; guest registration card; navy lodge guest folio.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 and 10 USC 5031

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by the Department of the Navy personnel in the performance of their duties to: a record of reservations to insure orderly room assignment and avoid improper booking; record registration and payment of account; verify proper usage by eligible patrons; cash control; gathering of occupancy data; determine occupancy breakdown; rental and furnishings accountability.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The media in which these records are maintained vary, but include: folio card; ledger; Guest Registration Cards; and local copies and reports of central system reports.

RETRIEVABILITY:

Name; service number; social security number

SAFEGUARDS:

Supervised offices; locked files

RETENTION AND DISPOSAL:

Navy exchange records retention standards are contained in the 'Disposal of Navy and Marine Corps Records, Part II, chapters 4 and 5 and the Navy Exchange Manual. Local reservation request forms are destroyed 1 month after the actual date of check-in.

SYSTEM MANAGER(S) AND ADDRESS:

Policy Official Commander Navy Resale and Services Support Office 3rd Ave. and 29th St. Brooklyn, Ny. 11232

Record Holder Manager, Personalized Services (SMD4) Navy Resale and Services Support Office 3rd Ave. and 29th St. Brooklyn, Ny. 11232

Individual record holders within the central system may be contacted through the central system record holder.

NOTIFICATION PROCEDURE:

Written contact may be made by addressing inquiries to: Commander Navy Resale and Services Support Office 3rd Ave. and 29th St. Brooklyn, Ny. 11232

In the initial inquiry the requester must provide full name, social security number, service number and location of the last Navy Lodge where they had dealings. A list of other offices the

requester may visit will be provided after initial contact is made with the office listed above. At the time of a personal visit, requesters must provide proof of identity containing the requester's signature.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

The individual patron and the charges he or she incurred during a visit at the Navy Lodge.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N04350-1

SYSTEM NAME:

Contract Field Service File

SYSTEM LOCATION:

Commander Naval Electronic Systems Command Washington, D.C. 20360

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Contractor representatives (engineers/technicians)

CATEGORIES OF RECORDS IN THE SYSTEM:

NAVELEX 4603 maintains a contractor field engineer file system by name and company. The only personal information contained in these files are security clearance information (degree, date cleared, by whom), date and place of birth, and social security number. Contract services requests and authorizations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301, Departmental Regulation

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The information in the system is used for notifying ships, shipyards, supships, other Navy activities and some contractor plants of reporting engineers security information for tech assists. Internal users other than 4603 are cognizant engineers.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

The files are filed by company and name.

SAFEGUARDS:

The files are located in a locked cabinet. When the cabinet is open, personnel is in the room at all times. Normally no other people have access to these files. The only ones that could have access based upon a need to know are the cognizant engineers and the contractor representatives may review their own personal jacket. ELEX 4603 personnel must remove records from cabinets.

RETENTION AND DISPOSAL:

The records are retained as long as the engineer is employed by the company, then the records are transferred to Archives for the standard retention period.

SYSTEM MANAGER(S) AND ADDRESS:

Contract Services Coordinator, ELEX 4603

NOTIFICATION PROCEDURE:

Request must be made to system manager ELEX 4603. Requestor must provide full name, social security number and photo identification.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

The source of information is from the contractor representatives (engineers/technicians) employers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N04385-1

SYSTEM NAME:

Investigatory (Fraud) System

SYSTEM LOCATION:

Chief of Naval Material (CNM), Navy Department, Washington, D.C. 20360

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals alleged, suspected, convicted, or otherwise involved in areas of possible criminal or administrative misconduct, including, but not limited to, fraud, theft of government property, conflict of interest, violation of the standards of conduct, or other violations of law or regulation pertaining to procurement, disposal and related matters within the cognizance of CNM.

Names of individuals involved in areas of possible criminal misconduct pertaining to procurement and related matters within the cognizance of CNM.

CATEGORIES OF RECORDS IN THE SYSTEM:

1. Administrative memoranda
2. Investigative reports and other investigative/intelligence information
3. Reports of disciplinary action taken
4. Card index file.
5. Public court records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 5013.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Uses are to disseminate information on procurement fraud and related matters to the officials in the Department of the Navy to assure that they are notified in fraud cases. To request official investigations, audits, to respond to congressional inquiries and to request reports of final action taken. Internal users are subordinate officials to the CNM, CNO, SECNAV and ASN. Documents furnished to Department of Justice to be used in prosecutive actions. Reports are also used in connection with debarment/ suspension actions and require notification D/A, AF, DSA, GSA, Defense Nuclear Agency, MARCORPS and DCAA.

Referrals to NIS (law enforcement)

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, index cards, magnetic tape/discs.

RETRIEVABILITY:

By subject name and SSN; by case name, case number, type of crime and other case fields.

SAFEGUARDS:

Access is limited to MAT 09G personnel. Files are stored in a locked cabinet. The area is sight controlled

during normal work hours and locked during non duty hours. Building access is controlled during non-duty hours by a Security Force, which also conducts roving patrols of the building. There is no possibility that the computer can be accessed from outside the controlled area.

RETENTION AND DISPOSAL:

Files are maintained within NAVMAT spaces for two years after final action is taken and subsequently stored indefinitely with the Federal Archives.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Material Deputy Assistant Inspector General (Investigations) Crystal Plaza Bldg. ±5, Rm 678 Washington D.C. 20360

NOTIFICATION PROCEDURE:

Written requests should be addressed to the system manager, giving full name, address, and either a social security number or date and place of birth. Written requests must be notarized. Individuals may visit the system manager between the hours of 0900-1500, Monday-Friday and must show proof of identity consisting of ID containing photograph.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The Agencies Rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individuals, investigative, judicial, and administrative reports, and complainants.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552a (k) (1); (2) and (5), as applicable. For additional information contact the System Manager.

N04410-1

SYSTEM NAME:

File of Records of Acquisition, Transfer and Disposal of Privately Owned Vehicles

SYSTEM LOCATION:

U.S. Naval Radio Station, FPO New York 09516

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

United States Navy personnel stationed at U.S. Naval Radio Station, FPO New York 09516 who own a concession vehicle in the United Kingdom.

CATEGORIES OF RECORDS IN THE SYSTEM:

Request for delivery of a motor vehicle without payment of duty, value added tax and car tax.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

For information on type of car, engine no., license no., year of car, make of car, base assigned, organization, soc. sec. no., and paygrade.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders

RETRIEVABILITY:

Name

SAFEGUARDS:

Locked safe in Admin Office with a 24 hour security watch.

RETENTION AND DISPOSAL:

Records are maintaned as long as a person owns a concession vehicle in the United Kingdom. Records are burned as soon as vehicle is either shipped out of the U.K. or destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer, U.S. Naval Radio Station, FPO New York 09516 is overall policy official with the Administrative Officer, U.S. Naval Radio Station, FPO New York 09516 as the subordinate holder.

NOTIFICATION PROCEDURE:

Inquiries should be addressed to U.S. Naval Radio Station, FPO New York 09516, giving full name and social security number. Visitors may come to the Administrative Office at the address given under SYSMANAGER and must have valid military I.D. or, if no longer in the military, have other valid identification such as a driver's license.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by theindividual concernd may be obtained from th system manager.

RECORD SOURCE CATEGORIES:

Applicable U.S. Serviceman

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N04410-2

SYSTEM NAME:

Military and Civilian Employee Dependents Hurricane Shelter Assignment List

SYSTEM LOCATION:

Commanding Officer Naval Communication Station Key West Key West Florida 33040

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel and civilian employees and their dependents who apply for assignment to naval communication station shelter

CATEGORIES OF RECORDS IN THE SYSTEM:

Record lists names, addresses, and phone numbers of military/ civilian station personnel applying for shelter assignments for their families, together with names of dependent spouses, names and ages of dependent children, and whether or not requirement exists for station transportation to shelter.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by Disaster Preparedness Officer in determining shelter logistics requirements and by Shelter Officer in mustering assigned dependents in shelter in case of hurricane.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folder

RETRIEVABILITY:

Name

SAFEGUARDS:

File maintained in locked cabinet by Disaster Preparedness Officer.

RETENTION AND DISPOSAL:

Maintained from May through April each year, disposed of by burning.

SYSTEM MANAGER(S) AND ADDRESS:

Disaster Preparedness Officer Naval Communication Station Key West Key West Florida 33040

NOTIFICATION PROCEDURE:

Individual record entries are filled out by hand by station military/civilian sponsors desiring to register their families in command hurricane shelter. System contains no info other than entries provided by sponsors. Certified station sponsors may review/remove entry by phoning/visiting the Disaster Preparedness Officer, Naval Communications Station Key West.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

All entries to file are hand written forms filled in by military/civilian command sponsors requesting hurricane shelter for their families.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N04410-3

SYSTEM NAME:

Duty Free Vehicle Log

SYSTEM LOCATION:

Officer in Charge, U.S. Naval Weapons Facility, Detachment, FPO New York 09515

Customs Officer, HMS Customs and Excise, Campbeltown, Argyll, Scotland

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals stationed aboard NAVWPNSFACDET Machrihanish who own vehicles purchased or imported into the United Kingdom duty free.

CATEGORIES OF RECORDS IN THE SYSTEM:

Single line entry on loose leafe pages listing: Name and rank/rate of individual; make, year and registration of vehicle; status (bought new in UK or imported) of vehicle; and date of purchase or importing.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5USC301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To assist local customs officials to protect against the illegal transfer of duty-free vehicles to UK citizens.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folder

RETRIEVABILITY:

Name

SAFEGUARDS:

The records are maintained in an office that is locked when not manned.

RETENTION AND DISPOSAL:

Pen and ink changes are made to records until complete page must be retyped. Old pages are then destroyed by shredding or burning. Retention period dependent upon number of changes occuring. Method of disposal by local customs official unknown.

SYSTEM MANAGER(S) AND ADDRESS:

Officer in Charge, U.S. Naval Weapons Facility, Detachment, FPO New York 09515

NOTIFICATION PROCEDURE:

Individuals wishing to learn if records concerning them are still retained may contact the System Manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information is obtained from documents provided by the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N04410-4

SYSTEM NAME:

Record of Import and Export of Foreign Made Auto Vehicles into and out of Australia

SYSTEM LOCATION:

U.S. Naval Communication Station FPO San Francisco 96680

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Importers/exporters and purchasers of foreign made automobiles imported into Australia by U.S. personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of shipping and customs documents for automobiles imported into and exported from Australia.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301, Agreement between Australia and the United States of America concerning the status of United States forces in Australia and protocol to that agreement.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Supply Officer: to determine shipping and wharf handling requirements. Legal Officer: to monitor sale and/or export of foreign made vehicles imported into Australia by the U.S. personnel.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folder.

RETRIEVABILITY:

Name.

SAFEGUARDS:

File cabinet. Entry by legal/personal property office personnel only.

RETENTION AND DISPOSAL:

Duration of customs to duty bond. Destruction through burning.

SYSTEM MANAGER(S) AND ADDRESS:

Legal officer and personal property supervisor.

NOTIFICATION PROCEDURE:

Individual initates record and may request information. Legal Officer, Personal Property Supervisor, U.S. Naval Communication Station. Information requested must provide: full name, official title, purpose of inquiry. Offices to be visited: Legal Office and Personal Property Office, U.S. Naval Communication Station. Proof of identity: visual recognition or identification card.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information supplied by individual, copy of purchase documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N04650-1

SYSTEM NAME:

Personnel Transportation System

SYSTEM LOCATION:

Military Traffic Office & East Coast Passenger Control Point, Bureau of Naval Personnel, Navy Department, Washington, D.C. 20370.

District Passenger Transportation Office & West Coast Passenger Control Point, Headquarters, TWELFTH Naval District, Treasure Island, San Francisco, California 92132.

District Passenger Transportation Office & Alaskan Passenger Control Point, Naval Support Activity, Seattle, Washington 98115.

District Passenger Transportation Offices, all other Naval District Headquarters.

Overseas Area Travel Coordinators at U. S. Naval Activities, United Kingdom; U. S. Naval Activities, Spain; Headquarters, U. S. Fleet Air Mediterranean; U. S. Naval Support Activity, Naples, Italy; Headquarters, Middle East Force; U. S. Naval Station, Keflavik, Iceland; U. S. Naval Air Facility, Lajes, Azores; Naval Station, Argentina, Newfoundland; Naval Base, Guantanamo Bay, Cuba; Headquarters, TENTH Naval District; Headquarters, FIFTEENTH Naval District; Headquarters, U. S. Naval Forces, Mariannas; Headquarters, U. S. Naval Forces, Philippines; Headquarters, U. S. Naval Forces, Japan; and Naval Communication Station Harold E. Holt, Exmouth, Western Australia (See Directory of the Department of the Navy Mailing Addresses).

And local activities (See Directory of the Department of the Navy Mailing Addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy military personnel, midshipmen, retired Navy members, civilian employees of the Navy, dependents of the foregoing, and other civilians authorized through Navy commands to travel at Government expense.

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications for travel and, where applicable, for passports and visas; requests for extension of 12-month limit on travel by retired member to home of record; supporting documents; correspondence, and approvals/disapprovals relating to the above records; travel arrangements in response to above applications.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

37 USC 404 Travel & Transportation Allowances--General

5 USC 5701 et seq Travel, Transportation & Subsistence

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Department of the Navy, Department of Defense and components thereof in the performance of their official duties related to the determining of eligibility for transportation, the authorizing or denying of transportation, and otherwise managing the personnel transportation system.

Officials and employees of other departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the provision of transportation; diplomatic, official, and other no-cost passports; and visas to subject individuals.

Foreign embassies, legations, and consular offices--to determine eligibility for visas to respective countries, if visa is required.

The Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office relating to the control of travel costs.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies.

The Senate or the House of Representatives of the United States or any committee or subcommittee thereof on matters within their jurisdiction requiring disclosure of files or records of individuals covered by this system of records.

Commercial Carriers-providing transportation to individuals whose applications are processed through this system of records.

Such civilian contractors and their employees as are or may be operating in accordance with an approved official contract with the U. S. Government. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records may be stored on magnetic tapes, disc, drums, and on punched cards. Manual records in file folders or file-card boxes, microfiche or microfilm.

RETRIEVABILITY:

Automated records may be retrieved by social security account number and/or name. Manual records are filed alphabetically by name of applicant; applications for dependents filed by name of sponsor.

SAFEGUARDS:

Records are available only to authorized personnel having a need to know.

RETENTION AND DISPOSAL:

Records are retained or disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps Records, or in accordance with Departmental regulations.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Personnel, Navy Department, Washington, D.C. 20370

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to the local activity where the request for transportation was initiated (see Directory of the Department of the Navy Mailing Addresses), and/or to intermediate activities (if applicable) (see Directory of the Department of the Navy Mailing Addresses, or to the Chief of Naval Personnel (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370. The letter should contain full name, social security account number, address and signature of the requester. The individual may visit the activities and commands listed under LOCATION for assistance with the records maintained at the respective locations. Proof of identification will consist of Military Identification Card for persons having such cards. Others must present other positive personal identification, preferably picture-bearing.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Officials and employees of the Department of the Navy, Department of Defense, State Department and other agencies of the Executive Branch and components thereof, in the performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; foreign embassies, legations, and consular offices reporting approval/disapproval of visas; and carriers reporting on provision of transportation.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05100-1

SYSTEM NAME:

Diving Log

SYSTEM LOCATION:

Commander, Naval Safety Center, Naval Air Station, Norfolk, VA 23511

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Navy military and civilian employees of the Navy involved in diving or exposed to a hyperbaric environment.

CATEGORIES OF RECORDS IN THE SYSTEM:

Diving Log Report.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Reports summarizing diving activity are furnished to the commanding officer for individuals attached to the unit and are used to monitor experience levels associated with types of dives, equipment usage and requalification requirements. Individual records are also used to evaluate the diving program at specific activities and to determine if manning level, experience and operational requirements are consistent with an effective safety program. Pertinent individual records or statistical summaries prepared by Naval Safety Center analysts are also provided to all echelons within the Navy having a responsibility for the diving program and to Chief of Naval Personnel, Comptroller of the Navy, General Accounting Office, Naval Audit Service or other activities having responsibility for the administration or control of personnel assignments and hazardous duty payments.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape.

RETRIEVABILITY:

Records may be selected based on any of the data elements contained in the file such as diver's social security number, organization unit, type of dive and equipment used.

SAFEGUARDS:

A limited number of data processing personnel have access to the computer facility and to the magnetic tape files and computer programs. All requests for information received from activities or for purposes not directly related to the diving program must be approved by the Commander, Naval Safety Center or his designated representative.

RETENTION AND DISPOSAL:

Magnetic tape files contain all available records and are never purged. Reports are not transferred to a record center.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Submarine Safety Programs, Naval Safety Center, NAS, Norfolk, VA 23511

NOTIFICATION PROCEDURE:

Individuals may write the System Manager giving full name, address, military status and social security number in order to determine if the system contains any records pertaining to them. Personal visitors will be required to produce military or comparable civilian identification cards.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Commanding Officer of naval units conducting diving or hyperbaric exposure incident to diving.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05100-2

SYSTEM NAME:

Diving Accidents and Injuries

SYSTEM LOCATION:

Commander, Naval Safety Center, Naval Air Station, Norfolk, VA. 23511

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Navy military and civilian employees of the Navy involved in an accident or who are injured while engaged in diving or exposed to a hyperbaric environment.

CATEGORIES OF RECORDS IN THE SYSTEM:

Diving Accident/Injury Report. Personnel Casualty Report. JAG manual investigation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records of diving accidents and injuries are evaluated by Naval Safety Center analysts to determine existence of problem areas and to detect trends. The records are correlated with the diving log reports and used as a basis for recommending changes in operating procedure, equipment, decompression schedules and training requirements. Individual reports and compilations of accidents and injuries are routinely furnished to activities within the Navy having responsibility for diving safety. Reports are also furnished to Government or private research institutions engaged in studies relating to the prevention or treatment of diving injuries or the design and usage of underwater equipment.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape.

RETRIEVABILITY:

Any of the data elements such as diver's social security number, type of accident, depth and purpose of dive.

degree of injury and treatment provided are used to retrieve individual records.

SAFEGUARDS:

A limited number of data processing personnel have access to the computer facility and to the magnetic tape files and computer programs. All requests for information received from activities or for purposes not directly related to diving safety must be approved by the Commander, Naval Safety Center or his designated representative.

RETENTION AND DISPOSAL:

Magnetic tape files contain all available records and are never purged. Reports are not transferred to a record center.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Submarine Safety, Naval Safety Center, NAS, Norfolk, Va. 23511

NOTIFICATION PROCEDURE:

Individuals may write the System Manager giving full name, address, military status and social security number in order to determine if the system contains any records pertaining to them. Personal visitors will be required to produce military or comparable civilian identification cards.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Commanding Officer of naval units conducting diving or hyperbaric exposure incident to diving. Office of the Judge Advocate General. Chief, Bureau of Medicine and Surgery.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N05100-3

SYSTEM NAME:

Occupational Injury and Illness

SYSTEM LOCATION:

Commander, Naval Safety Center, Naval Air Station, Norfolk, VA 23511 (Central) Subordinate Type Commands/Ship/Naval Units

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy military personnel who sustain an injury or occupational illness and Navy civilian personnel who sustain an occupational illness or injury resulting in one or more days of lost time.

CATEGORIES OF RECORDS IN THE SYSTEM:

Accidental Injury/Death Reports. Personnel Casualty Reports. Hospital Admission Reports. JAG manual investigations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Accidental injury records are used to compile a variety of statistical reports which are routinely published or prepared at the request of Navy forces afloat and shore activities. Individual injury reports are selected and reviewed by Naval Safety Center analysts in order to detect problem areas relating to operating procedure, training and equipment usage and malfunction. Results of these studies which may include individual injury reports are provided to commanding officers and to all echelons within the Navy having responsibility for the allocation of resources or the implementation of the Safety Program. Individual injury records are correlated with data contained in other personnel files in order to detect unfavorable trends within an activity and to recommend appropriate corrective measures. Individual records and statistical summaries are provided on request to all Government activities having a legitimate need for such information. Individual records and summary data are provided to contractors and research activities in connection with projects either funded by or deemed potentially valuable to the Department of the Navy.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape. (Central location) File Folders/cardex (subordinate commands)

RETRIEVABILITY:

Any of the data elements such as social security number, command or unit identification code, degree of injury, location, equipment malfunction and cause factors are used to select individual records.

SAFEGUARDS:

A limited number of data processing personnel have access to the computer facility and to the magnetic tape files and computer programs. All requests for information received from activities or for purposes not within the routine usage criteria must be approved by the Commander, Naval Safety Center or his designated representative.

RETENTION AND DISPOSAL:

Magnetic tape files contain all available records and are never purged. Reports are not transferred to a record center.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Occupational Safety, Health and Support Programs, Naval Safety Center, NAS, Norfolk, VA 23511

NOTIFICATION PROCEDURE:

Individuals may write the System Manager giving full name, address, military status and social security number in order to determine if the system contains any records pertaining to them. Personal visitors will be required to produce military or comparable civilian identification cards.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Commanding officers of Forces Afloat and Shore activities, Judge Advocate General and Chief, Bureau of Medicine and Surgery.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05100-4

SYSTEM NAME:

Motor Vehicle Accidents and Injuries

SYSTEM LOCATION:

Commander, Naval Safety Center, Naval Air Station, Norfolk, VA 23511 Subordinate/Type Commands/Levels

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy military personnel regardless of duty status who are injured as a result of a motor vehicle accident or are the operator of one of the vehicles involved in such an accident. Navy military and civilian personnel who are involved in a Government motor vehicle accident or a private motor vehicle accident on Navy

property. Navy civilian employees who are injured in a motor vehicle accident during the course of their official duties.

CATEGORIES OF RECORDS IN THE SYSTEM:

Motor Vehicle Accident Report. Personnel Casualty and Death Report, Hospital Admission Reports and JAG manual investigations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Motor vehicle accident records are used to compile statistics which are given wide dissemination within the Navy. Compilations of motor vehicle accident records for particular commands, activities and units are furnished on request to assist in the development of an effective safety program at all levels within the Navy. Accident records of individuals assigned to specific units or records of individuals involved in multiple accidents are provided to commanding officers. Motor vehicle accident records are correlated with data contained in other accident/injury or training files. The significance of this data is evaluated by Naval Safety Center analysts and summary information, specific individual records or composite records provided to all echelons within the Navy having a responsibility for motor vehicle safety. Individual records and statistical summaries are provided on request to all Government activities having a legitimate need for such information.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape. (Central location) File folders/cardex (subordinate commands)

RETRIEVABILITY:

Any of the data elements such as individual social security number, activity or unit identification, cause factors and degree of injury are used to retrieve individual records.

SAFEGUARDS:

A limited number of data processing personnel have access to the computer facility and to the magnetic tape files and computer programs. All requests for information which are not included in the routine usage criteria must be approved by the Commander, Naval Safety Center or his designated representative.

RETENTION AND DISPOSAL:

Magnetic tape files contain all available records and are never purged. Original documents are destroyed when no longer required. Reports are not transferred to a record center.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Occupational Safety, Health, and Support Programs, Naval Safety Center, NAS, Norfolk, VA 23511

NOTIFICATION PROCEDURE:

Individuals may write the System Manager giving full name, address, military status and social security number in order to determine if the system contains any records pertaining to them. Personal visitors will be required to produce military or comparable civilian identification cards.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Commanding officers of Forces Afloat and Shore activities, Judge Advocate General and Chief, Bureau of Medicine and Surgery.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05100-5

SYSTEM NAME:

Aviation Mishap Report

SYSTEM LOCATION:

Commander, Naval Safety Center, Naval Air Station, Norfolk, Virginia 23511.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All aeronautically designated individuals in a crew status who are involved in a naval avaiation mishap resulting in a cost of
50,000 or more.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, social security number, flight experience of involved individuals, and location, severity, cause factors and description of the accident.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

DOD Instruction 1000.19, dated 18 October 1979; subject: Mishap Investigative Reporting and Recordkeeping.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information contained in this file will be provided to all naval aviation activities and to the Department of Labor, Department of Commerce, Department of Transportation, and NASA, or contractors who request and have an official need for such information. Navy and other government activities will utilize these records in connection with safety, staffing, training, budgetary or administrative purposes associated with aviation. Contractors will be furnished information in connection with a federal contract. Uless required the identification of individuals will be deleted from reports provided to non-Navy activities. Although the identification of the individual will not be used to retrieve records in connection with Freedom of Information Act requests, reports may be compiled from this file using other search criteria and provided in response to such requests.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape, disk storage packs, file folders and microfilm.

RETRIEVABILITY:

Name or social security number may be used for retrieval.

SAFEGUARDS:

Files are maintained within the data processing facility and a limited number of Naval Safety Center personnel have free access to this area. When the computer facility is not occupied, physical security is provided by the Naval Safety Center duty section and by periodic checks made by the base security patrol. A knowledge of the computer operating system is required to process the mechanized files.

RETENTION AND DISPOSAL:

Original source documents will normally be destroyed within 18 months after being processed. Microfilm copies of the source documents and the data files will be retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Head, Records and Data Processing Department, Naval Safety Center, Naval Air Station, Norfolk, Virginia 23511.

NOTIFICATION PROCEDURE:

Individuals can determine the existence of records pertaining to them by contacting the System Manager. Full name and social security number must be provided.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

The source of data for the file is the Aviation Mishop Report.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05101-1

SYSTEM NAME:

Safety Equipment Needs, Issues, Authorizations

SYSTEM LOCATION:

Organizational elements of the Department of the Navy as listed in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Personnel whose work requires them to wear, or are issued, protective clothing or equipment, including prescription safety lenses.

CATEGORIES OF RECORDS IN THE SYSTEM:

Listings, cards, and other records of individuals requiring, authorized, or issued prescription or other safety equipment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

By safety department personnel to determine who needs, is eligible, or has been authorized or issued prescription or other safety equipment for protection.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Card index files, file folders in file drawers, or microform.

RETRIEVABILITY:

By name or date of authorization or issue.

SAFEGUARDS:

Controlled access space or locked rooms; personnel screening.

RETENTION AND DISPOSAL:

Secretary of the Navy Instruction 5212.5B, Disposal of Navy and Marine Corps Records.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Apply to System Manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting access may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individuals to whom the records pertain.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05101-2

SYSTEM NAME:

Sight Conservation Program

SYSTEM LOCATION:

Director, Naval Research Laboratory, Washington, D.C. 20375

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees wearing glasses whose work requires the use of safety glasses.

CATEGORIES OF RECORDS IN THE SYSTEM:

Eyewear prescriptions and pertinent information on special fitting requirements.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301, Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records of eyewear prescriptions used by contract optometrist in connection with periodic examinations and by Safety Office personnel.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

Name.

SAFEGUARDS:

Office door locked at night.

RETENTION AND DISPOSAL:

Retained as long as employee is on program. When he leaves NRL or changes job and does not qualify for program, his file is destroyed by tearing it up.

SYSTEM MANAGER(S) AND ADDRESS:

Head, Safety Office, Naval Research Laboratory, Building 222, Room 188.

NOTIFICATION PROCEDURE:

Verbal request to system manager, with some proof of identity, such as driver's license or ID card.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Optometrist's measurements.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05120-1

SYSTEM NAME:

Bond Accounting

SYSTEM LOCATION:

Decentralized, maintained by Issuing Agents for Savings Bonds; a list is available from:

Commander
Navy Accounting and Finance Center (NCF-123)
Washington, D.C. 20376

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian and Military Personnel of the Department of the Navy including contract employees who meet the requirement for ownership of savings bonds as outlined in Treasury

Department Circular No. 530 as amended.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain individual application and related records - The Bond Record File - Master Bond Record Card Control Account - The Master Control Account - Activity Subcontrol Accounts - Refund Subcontrol - Transfer Journal.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purpose: To issue U. S. Savings Bonds

User: Issuing Agents for Savings Bonds

Uses: Provide audit trail on Requisition, Control, and Issuing of Bonds -

Maintenance of accounts - Accounting for funds - Financial Reports and Returns - Miscellaneous provisions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Metal file cabinets equipped with a locking device - Paper records in metal filing cabinets - Microfilm.

RETRIEVABILITY:

Retrieved by name, social security number or payroll number. From the Federal Reserve Bank by numerical sequence by serial number shown on bond issued stub.

SAFEGUARDS:

Locked cabinets, with building or military base security. Access authorized to personnel engaged in payroll processing, disbursing, supervisory or management personnel, and auditors. Bond subscribers are authorized to receive information on their own records.

RETENTION AND DISPOSAL:

Records are maintained for one year. Records are then forwarded to a Federal Records Center.

SYSTEM MANAGER(S) AND ADDRESS:

Commander Navy Accounting and Finance Center (NCF-123) Washington, D.C. 20376 Procedures are prescribed in Comptroller of the Navy Manual (NAVSO P-1000). For decentralized locations where individuals may deal directly, addresses are available from the SYSMANAGER.

NOTIFICATION PROCEDURE:

Information may be obtained by contacting the Bond Issuing Office responsible for issuing bond if known. If unknown the inquiry should be submitted to Commander, Navy Accounting and Finance Center, NCF-123, Washington, D.C 20376. Requester should provide full name, social security number or payroll number, current address when requesting information. An individual is permitted to visit any Bond Issuing Agent Office for information and will be required to provide identification such as identification card (i.e., DOD Building Pass).

RECORD ACCESS PROCEDURES:

The Agency's rule for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Request for Bonds are filed by individuals who provide information on themselves. Other records are generated from the original request.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05210-1

SYSTEM NAME:

Correspondence files

SYSTEM LOCATION:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

These are files kept by subject, name of correspondent (Congressman, contractor, other member of public, etc.,) or name of recipient.

CATEGORIES OF RECORDS IN THE SYSTEM:

Incoming and outgoing correspondence and related material.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used to 'follow-up' on previous correspondence, for reference purposes, to assure consistency of policy, and for other official Navy business.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tape.

RETRIEVABILITY:

Name, SSAN, Case Number, organization.

SAFEGUARDS:

Access provided on a need to know basis only. Locked and/or guarded office.

RETENTION AND DISPOSAL:

Per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Apply to System Manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual concerned, other records of the activity, investigators, witnesses, correspondents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05238-1

SYSTEM NAME:

ADP Budget

SYSTEM LOCATION:

Director Naval Research Laboratory Washington, D.C. 20375

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees and former employees of the Naval Research Laboratory who by the definitions contained in SECNAVINST 5238.1A of 15 Feb 1973 are reportable for purposes of Resource Accounting in Data Processing related activities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains name, pay number, grade, step, salary related data, man-years of effort (either actual or projected) salary related data and changes in pay status (either actual or projected) which would affect salary costs.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Data is used by managers of computer oriented organizations to formulate Budgets for inclusion in the Automatic Data Processing Program Reporting System - Resource Accounting (Dept. of the Navy).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File Folders and magnetic disc

RETRIEVABILITY:

Pay number.

SAFEGUARDS:

Locked cabinets, personnel screening, (need to know) visitor controls, computer systems software including password protection.

RETENTION AND DISPOSAL:

Routinely discarded after three years.

SYSTEM MANAGER(S) AND ADDRESS:

ADP Coordinator, Code 4014 Director, Naval Research Laboratory, Washington, D. C. 20375

NOTIFICATION PROCEDURE:

A written request to the SYSMANAGER at the above address providing the individual's full name, current address and telephone numbers, dates of employment, organization code(s) and pertinent occupational series code. Determination of record may be made in the Research Program Office, Computation Center, or Office of Comptroller. A drivers license or other recognized form of identification bearing the individuals signature and current address will be required of visitors.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Personnel records

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05300-1

SYSTEM NAME:

Organization Locator and Social Roster

SYSTEM LOCATION:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian personnel attached to the activity; also may include military and civilian personnel of the Department of Defense and other government agencies; may also include family members and guests of military and civilian personnel; other invitees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Manual or mechanized records. Includes information such as names, addresses, telephone numbers; official titles or positions and organizations; invitations, acceptances, regrets, protocol, and other information associated with attendents at functions. Locator records of personnel attached to the organization.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

For locating individuals on routine and emergency matters. Often used for mail distribution, for forwarding addresses, and as a recall list. Also, may be used as a social roster for social reference for various official and non-official functions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tape, and similar record formats.

RETRIEVABILITY:

Name, SSAN, number, organization, function.

SAFEGUARDS:

Access provided on a need to know basis.

RETENTION AND DISPOSAL:

Per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Apply to System Manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to record may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual concerned, other records of the activity, correspondents, directories and official publications.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05300-2

SYSTEM NAME:

Administrative Personnel Management System

SYSTEM LOCATION:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy activities. Official mailing addresses are in the Navy's address directory in the appendix to the Navy Department's systems notices appearing in the Federal Register.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian, (including former members and applicants for civilian employment), military and contract employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence/records concerning identification, location, routine and emergency assignments, functional responsibilities, clearance, educational and experience characteristics, travel, retention group, vehicle parking, disaster control, community relations, (blood donor, etc), employee recreation programs, grade and series or rank/rate,

retirement category, awards, property custody, personnel actions/dates, violations of rules, physical handicaps and health data, veterans preference, mutual aid association memberships, union memberships, qualifications, and other data needed for personnel, line and security management, as appropriate.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 5031

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Official and employees of the Department of the Navy in the performance of their duties relating to the management, supervision and administration of all Navy civilian and military personnel such as preparing rosters/locators; contacting appropriate personnel in emergencies; training; determining clearance for access control; controlling the budget; travel claims; manpower and grades; maintaining statistics for minorities; employment; labor costing; watch bill preparation; projection of retirement losses; verifying employment to requesting banking; rental and credit organizations; name change location; checklist prior to leaving activity; payment of mutual aid benefits; and similar adminitrative uses requiring personnel data. Arbitrators and hearing examiners in civilian personnel matters relating to civilian grievances and appeals. Officials and employees of the Office of Personnel Management concerning information on civilian pay, leave, benefits, retirement deductions, and any other information necessary to carry out its legally authorized functions and studies.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tape, magnetic disc.

RETRIEVABILITY:

Name, SSAN, Case number, organization.

SAFEGUARDS:

Password controlled system, file, and element access based on predefined need to know. Physical access to terminals, terminal rooms, buildings and activities' grounds are controlled by locked terminals and rooms, guards, personnel screening and visitor registers.

RETENTION AND DISPOSAL:

Per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Apply to System Manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual, employment papers, other records of the organization, official personnel jackets, supervisors, official travel orders, educational institutions, applications, duty officer, investigators, opm officials, and/or members of the American Red Cross.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05300-4

SYSTEM NAME:

Personnel Management and Training Research Statistical Data System

SYSTEM LOCATION:

Commanding Officer
U. S. Navy Personnel Research and Development Center
San Diego, California 92152

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

U. S. Navy and Marine Corps Personnel and applicants thereto: Active duty, reserve, prior service, dependents, retired, and Department of the Navy civilians from 1951 to present. (Only samples of data from each category are on file, depending on research study.)

CATEGORIES OF RECORDS IN THE SYSTEM:

Performance, attitudinal, biographical, aptitude, vocational interest, demographic, physiological. Data in any file are limited, depending on purpose of the research study.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The data are used solely by Navy Personnel Research and Development Center researchers who analyze them statistically to arrive at recommendations to management on such topics as: Comparison of different training methods, selection tests, equipment designs, or policies relating to improving race relations and decreasing drug abuse. In no case are the data used for other than statistical purposes; that is, the data are not used in making decisions affecting specific individuals as individuals.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tapes, magnetic disk, punched cards, and coding

RETRIEVABILITY:

Records are retrievable by name, social security number, or service/file numbers, but such identifying information is used only to permit collation of data for statistical analysis and is not used for retrieval of individual records.

SAFEGUARDS:

Unauthorized access to records is controlled by: Security clearances for all Research Center and contractor personnel; physical security including a badge system for entry to the Center and a 24-hour guard maintained on a fenced compound; control of visitors; data bank users having special access codes; and, access limited to only designated personnel.

RETENTION AND DISPOSAL:

Records are destroyed five years after termination of a research project. They are maintained within the confines of the Research Center. Destruction is accomplished by degaussing magnetic tapes and disks, and punched cards are recycled.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Programs (Code 03PA)
U. S. Navy Personnel Research and Development Center
San Diego, California 92152

NOTIFICATION PROCEDURE:

Research Center files are organized by research study. To determine if Center files contain information concerning himself, an individual would have to specify time and place of participation in the research, unit to

which attached at the time, and descriptive information about the study so that appropriate data may be located. For further information, contact the System Manager.

Office to visit: Contact System Manager

Visitor Identification: System Manager will specify

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

The source depends on purpose and nature of study: From the subjects themselves, educational institutions, supervisors, peers, instructors, spouses, and job sample tests.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N05300-5

SYSTEM NAME:

Sys Cmd Accting/Monitoring of Projects (SCAMP)

SYSTEM LOCATION:

Navy Regional Data Automation Center (NARDAC), Washington Navy Yard, Building 196, Washington, D.C. 20374.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current employees, assigned military personnel, contractor personnel and those separated within the current five fiscal years.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's social security number, date of birth, home address, home telephone number, education level, sex, race or ethnic group. Other types of records integrated with personnel records include: (a) status of travel orders during the previous fiscal year; (b) vehicle identification for parking control purposes; (c) privacy log containing a history of accesses made to any of the privacy protected data; (d) record of personnel actions issued; (e) training data extracted from the Individual Development Plan (IDP); (f) history of all promotions associated with employment at NARDAC; (g) listing of security accesses; (h) manpower costs for all personnel distributed by project and task; and (i) data relating to projects or endeavors that individuals have work on. This data deals with costs and milestone monitoring.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, 42 U.S.C. 2000e et seq., 44 U.S.C. 3101, Federal Personnel Manuals 293, 294, 295, 713.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Internal uses: Officials and employees of the Naval Data Automation Command (NAVDAC) and NARDAC in the performance of their duties relating to personnel management, project monitoring, and financial management.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained on magnetic disk and on magnetic tape.

RETRIEVABILITY:

SCAMP users obtain information by means of either a query or a request for a standard report. Personnel data may be indexed by any data item although the primary search key is the badge number.

SAFEGUARDS:

Access to building is protected by uniformed guards requiring positive identification for admission. The computer room where data is physically stored is protected by a cypher lock. The system is protected by user account number and password sign-on, data base authority, set and item authority for list, add, delete and update.

RETENTION AND DISPOSAL:

An individual's Personnel Master Data Set record is retained in the data base as long as they are actively employed with the Command. The online personnel data set is purged of all records of separated personnel at the end of each fiscal year. Historical data may be kept for five years on separate tape files.

SYSTEM MANAGER(S) AND ADDRESS:

Department Head, Management Information Analysis Department (Code 20B) NARDAC, Building 157, Washington Navy Yard, Washington, D.C. 20374.

NOTIFICATION PROCEDURE:

Inquiries regarding the existence of records should be addressed to the system manager. Written requests should contain the full name and signature of the individual concerned and his/her social security number indicated on the letter. For personal visits, the individual should be able to provide some acceptable form of identification, i.e., driver's license, etc.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information in this system comes from the individual to whom it applies, from security agencies to which application for clearances have been made, and from agencies' various administrative departments.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05330-1

SYSTEM NAME:

Manhour Accounting System

SYSTEM LOCATION:

Naval Education and Training Information Systems Activity Naval Air Station Pensacola, FL 32508

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active military and civilian personnel assigned to maintenance activities in the Naval Education Training Command

CATEGORIES OF RECORDS IN THE SYSTEM:

One type record which contains the following: Assigned organization code Work center code Name Grade code Pay rate Social Security Number NEC/MOS Labor Code Type Transaction Labor Code Hours assigned

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Master roster listing Work center labor code Work center labor utilization Grade code utilization Internal Navy Users are Naval Education Training Command Activities

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Punched cards, magnetic tape and flat paper

RETRIEVABILITY:

Organization code Social Security number Work Center

SAFEGUARDS:

Files are stored in a limited access area. Information provided via batch processing is of a predetermined and strictly formatted nature.

RETENTION AND DISPOSAL:

Individual personal data are retained only for that period of time that an individual is assigned to or is supporting a training evolution or activity. Upon departure of an individual, personal data are deleted from the records and history records are not maintained.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Air Training Building 1 Naval Air Station Corpus Christi, TX 78319

Records Holder:
Commanding Officer
Naval Education and Training
Information Systems Activity
Naval Air Station
Pensacola, FL 32508

NOTIFICATION PROCEDURE:

Individuals desiring information whether the system contains records pertaining to them should request that determination from the Records Holder listed under SYSMANAGER. The requester should provide his social security number and full name. The office of the Records Holder listed under SYSMANAGER may be visited for this determination but the requester must present his social security card and military identification card.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the systems manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing intitial determinations by the individual concerned may be obtained from the systems manager.

RECORD SOURCE CATEGORIES:

Naval Air Training Command Activities and organizations

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05340-1

SYSTEM NAME:

Combined Federal Campaign/Navy Relief Society

SYSTEM LOCATION:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All assigned personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Extracts from payroll systems and administrative personnel management systems. Contributor cards.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10927

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Management of combined federal campaign fund drive of CFC records. Management of navy relief society fund drive of NRS records. Data released to respective campaign coordinators.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tape.

RETRIEVABILITY:

Name, SSAN, Case number, organization.

SAFEGUARDS:

Access provided on a need to know basis only. Locked and/or guarded office.

RETENTION AND DISPOSAL:

Records are maintained for one year or completion of next equivalent campaign and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Apply to System Manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Payroll files, administrative personnel files, contributors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05340-2

SYSTEM NAME:

Personal Commercial Affairs Solicitation Privilege File System

SYSTEM LOCATION:

Primary System-Chief of Naval Personnel, Navy Department, Washington, D.C. 20370.

Secondary System-Local Navy Activities involved in the Personal Commercial Affairs Solicitation Privilege System (see Directory of the Department of the Navy Mailing Addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who are authorized Personal Commercial Affairs Solicitation Authorization concerning solicitation privileges on board military installations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence and records concerning letter of application for solicitation privileges, letters of accreditation, violation incident data, denial data, appeal data, and other supporting documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Department of the Navy in the performance of their official duties related to Commercial Affairs Solicitation matters.

Officials and employees of other components of the Department of Defense in the performance of their official duties related to Commercial Affairs Solicitation matters.

The Senate or the House of Representatives of the United States or any committee or subcommittees on matters within their jurisdiction requiring disclosure of files of persons affected.

State and local agencies in performance of their official duties related to agent qualifications.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies.

Private firms whose agents have been banned may request verification of the status of agents. When required by Federal statute, by Executive order , or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual records may be stored in paper file folders.

RETRIEVABILITY:

Records are retrieved by name of agent or agency.

SAFEGUARDS:

Records are accessible only to authorized personnel having a need to know.

RETENTION AND DISPOSAL:

Files are retained and disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps Records, or Departmental Regulations.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Personnel, Navy Department, Washington, D.C. 20370

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to: Chief of Naval Personnel (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370; or in accordance with the Directory of the Department of the Navy Mailing Addresses (i.e., local activities). The letter should contain full name, social security number of the applicant, firm represented, and dates or time period in question, and signature of the requestor. The individual may visit the Chief of Naval Personnel, Arlington Annex (FOB#2), Rm 1066, Washington, D.C. for assistance with records located in that building; or the individual may visit the local activity for access to records maintained locally. Proof of identification will consist of picture-bearing identification.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerning may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Officials and employees of the Department of the Navy, Department of Defense, and components thereof, in performance of their official duties as specified by current Instructions and Regulations promulgated by competent authority; State and local agencies in the performance of their official duties related to agent qualifications; investigatory records; general correspondence concerning individual agents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05350-1

SYSTEM NAME:

Navy Personnel Rehabilitation Support System

SYSTEM LOCATION:

Primary System-Naval Military Personnel Command, Navy Department, Washington, D.C. 20370;

Decentralized segments-Navy Drug Rehabilitation Centers, Navy Alcohol and Drug Information System Processing Office, Navy Alcohol Rehabilitation Centers, Naval Regional Medical Centers, Navy Counseling and Assistance Centers, Navy Alcohol Rehabilitation Drydocks, Naval Health Research Center, Navy Corrections Centers; and local activities to which an individual is assigned (see Directory of Department of the Navy Mailing Addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy personnel (officers and enlisted) who have been identified as drug or alcohol abusers, or who have undergone counseling and rehabilitation for drug or alcohol abuse in Navy Drug or Alcohol rehabilitation facilities; personnel who work part-time helping alcoholics; active duty navy recovered alcoholics who voluntarily help their commands develop alcoholism prevention programs; navy personnel convicted by court martial and sentenced to confinement; or who were in pre-trial confinement; spouses and significant others (this includes parents, live-togethers, and other non-spouses who play an important part in the alcoholic's/drug abuser's life) who have undergone counseling and rehabilitation in navy drug or alcohol rehabilitation centers, who themselves participate in counseling or treatment programs at such facilities and civilians authorized by the Secretary of the Navy for treatment at a military facility for rehablitation purposes.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence and records in both automated and non-automated form concerning Interview appraisals, personnel, service, biographical, educational, evaluation and testing, performance, and drug and alcohol rehabilitation program data. Correspondence and records in both automated and non-automated form concerning those in confinement containing offense, legal, service, health, personal, evaluation and classification, discipline and conduct, work and training data, interview appraisals, inventories of confinement personnel management data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title V, Public Law 92-129; Section 413; Public Law 92-255

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Blanket 'routine uses' identified in the yearly recompilation do not apply to this system of records.

Records of identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he/she ceases to be client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in Title 21 U.S.C. Section 1175, as amended by 88 Stat. 137, and Title 42 U.S.C., Section 4582, as amended by 88 Stat. 131. These statutes take precedence over the Privacy Act of 1974, in regard to accessibility of such records except to the individual to whom the record pertains.

Within the Armed Forces or within those components of the Veterans Administration furnishing health care to veterans or between such components and the Armed Forces.

To medical personnel outside the Armed Forces to the extent necessary to meet a bona fide medical emergency.

To Government personnel for the purpose of obtaining benefits to which the patient is entitled.

To qualified personnel for the purpose of conducting scientific research, management or financial audits, or program evaluation, but such personnel may not identify, directly or indirectly, any individual patient in any report of such research, audit or evaluation, or otherwise disclose identities in any manner.

To a court of competent jurisdiction upon authorization by an appropriate order after showing good cause therefore. In assessing good cause, the court shall weigh the public interest and the need for disclosure against the injury to the patient, to the physician-patient relationship, and to the treatment services. Upon the granting of such order, the court, in determining the extent to which any disclosure of all or any part of any record is necessary, shall impose appropriate safeguards against unauthorized disclosure.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records may be stored on magnetic tapes, disc, drums or on punched cards.

Manual records may be stored in paper file folders, microfiche or microfilm.

RETRIEVABILITY:

Manual records may be retrieved by name and social security number. Automated records may be retrieved by social security number. Computer programs associated with automated records maintained in this system allow for names and social security numbers to be removed while leaving other data elements intact. When the name and social security number is removed, data is aggregated for use in research, management information and planning.

SAFEGUARDS:

Computer and punched card processing facilities are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need to know.

RETENTION AND DISPOSAL:

Manual records are maintained for two years and automated records are maintained indefinely.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Personnel, Navy Department, Washington, D.C. 20370

NOTIFICATION PROCEDURE:

Written requests should be addressed to activity to which the individual received treatment or to the Chief of Naval Personnel, Navy Annex, Washington, D.C. 20370. Requests must contain full name, social security account number, military status, address and signature of requester. (Those inquiring about records at Confinement Centers must have their signature notarized, if not confined at the time of the request.) The individual may visit the Chief of Naval Personnel, Arlington Annex (FOB-2) for assistance with records located in the Naval Military Personnal Command; the individual may also visit local activities concerned (see Directory of Department of the Navy mailing addresses). Proof identification will consist of military identification card for persons having such cards, or other picture-bearing identification.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Officials and employees of the Department of the Navy, Department of Defense, and components thereof, in performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; notes and documents from Service Jackets and Records; federal, state and local court documents; general correspondence concerning the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05354-1

SYSTEM NAME:

Equal Opportunity Information and Support System

SYSTEM LOCATION:

Primary System-Bureau of Naval Personnel, Navy Department, Washington, D. C. 20370; and local activity to which individual is attached (see Directory of the Department of the Navy Mailing Addresses).

Secondary System-Department of the Navy Activities in the Chain of Command between the local activity and the Headquarters level (see Directory of the Department of the Navy Mailing Addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy personnel who are involved in formal or informal investigations involving aspects of equal opportunity; and/or who have initiated, or were the subject of correspondence concerning aspects of equal opportunity.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence and records concerning incident data, endorsements and recommedations, formal and informal investigations concerning aspects of equal opportunity.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Department of the Navy in the performance of their official duties related to equal opportunity matters.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies.

Officials and employees of other components of the Department of Defense in the performance of their official duties related to equal opportunity matters.

Officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to equal opportunity matters.

The Senate or the House of Representatives of the United States or any Committee or subcommittee thereof, any joint committee of Congress or any subcommittee of joint committees on matters within their jurisdiction requiring disclosure of the files or records of Navy military personnel. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to

the individual, organization, or governmental agency as necessary.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual concerned.

SAFEGUARDS:

Records maintained in areas accessible only to authorized personnel on a need to know basis.

RETENTION AND DISPOSAL:

Records disposed of after two years in accordance with SECNAVINST P5212.5B, 'Disposal of Navy and Marine Corps Records'; or in accordance with Departmental Regulations.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Personnel, Navy Department, Washington, D.C. 20370.

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to: Chief of Naval Personnel (Attn: Privacy Act Coordinator), Washington, D.C. 20370; or, in accordance with the Directory of the Department of the Navy Mailing Addresses (i.e., local activities). The letter should contain full name, social security account number, rank/rate, military status, and signature of the requestor.

The individual may visit the Chief of Naval Personnel, Arlington Annex (FB#2), Rm. 1066 Washington D.C. for assistance with records located in that building; or the individual may visit the local activity to which attached for access to locally maintained records. Proof of identification will consist of Military Identification Card for persons having such cards, or other picture-bearing identification.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Officials and employees of the Department of the Navy, Department of Defense, and components thereof, in performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; federal, state, and local court documents; military investigatory reports; general correspondence concerning individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N05370-1

SYSTEM NAME:

Statements of Employment (Regular Retired Officers)

SYSTEM LOCATION:

Commanding Officer, Navy Finance Center Anthony J Celebrezze, Federal Building, Cleveland, Ohio 44199 and Marine Corps Finance Center Kansas City, Missouri 64197

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Navy and Marine Corps Regular retired officers who have filed a Statement of Employment (DD Form 1357).

CATEGORIES OF RECORDS IN THE SYSTEM:

The information is typically contained in the individual's pay account file and occasionally accompanied by correspondence from, to, or concerning individuals in the above-stated category.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, 3326; 18 U.S.C. 207, 281, 283; 37 U.S.C. 801; 44 U.S.C. 3101; U.S. Const., Art. I, 9, CL. 8.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The information is used to determine whether the retiree has or may have a conflict of interest or is engaging in proscribed post-retirement employment activities. In some cases, the information is provided to the Judge Advocate General to serve as bases for advisory opinions on the legality and possible penal and civil consequences of post-retirement employment activities and related conflicts-of-interests and standards-of-conduct questions. In addition, the information may be furnished to other components of the Department of Defense, the U.S. General Accounting Office, Department of the Treasury, the Civil Service Commission, the Department of Justice, and other law enforcement and investigatory agencies in instances of suspected violations of pertinent laws or regulations, and the Department of Labor.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained in file folders.

RETRIEVABILITY:

By name or social security number of the individual concerned.

SAFEGUARDS:

Files are maintained in file cabinets under the control of authorized personnel during working hours; the office space in which the file cabinets are located is locked outside of official working hours.

RETENTION AND DISPOSAL:

Records are maintained at the above-stated locations for up to two years after the death of the individual concerned, at which time they are transferred to the Federal Records Center, Mechanicsburg, Pennsylvania, in the case of Navy personnel, and to the Federal Records Center, Kansas City, Missouri in the case of Marine Corps personnel.

SYSTEM MANAGER(S) AND ADDRESS:

For Navy Regular retired officers:
Comptroller of the Navy
Navy Department
Washington, D.C. 20350

For Marine Corps Regular retired officers:
Commanding Officer
Marine Corps Finance Center
1500 East Bannister Road
Kansas City, Missouri 64197

NOTIFICATION PROCEDURE:

Information may be obtained by written request which adequately identifies the system of records and the individual about whom the record is kept (i.e., full name and social security number); the written request must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager for Marine Corps and the Navy Finance Center for Navy.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager for Marine Corps and the Navy Finance Center for Navy.

RECORD SOURCE CATEGORIES:

The information is obtained from the individual to whom the record pertains.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05370-2

SYSTEM NAME:

Statements of Employment and Financial Interest

SYSTEM LOCATION:

Organizational elements of the Department of the Navy as listed in the directory of Department of the Navy activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons filing DD 1555 or DD 1555-1

CATEGORIES OF RECORDS IN THE SYSTEM:

DD 1555 or DD 1555-1 and supplemental lists or reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations and E.O. 11222.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

For supervisors and counselors to determine whether the employee has or may have a conflict of interest. For law enforcement and investigatory agencies, such as the Naval Investigative Service, Federal Bureau of Investigation, and Department of Justice, to handle violations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders and card files.

RETRIEVABILITY:

Name.

SAFEGUARDS:

Safe or locked file cabinet accessible to authorized personnel only.

RETENTION AND DISPOSAL:

Per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer or head of the organization in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Apply to System Manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual concerned, his supervisor, and the counselor.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05371-1

SYSTEM NAME:

Conflicts of interest and employment activities.

SYSTEM LOCATION:

Office of the Judge Advocate General (code 12), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty, reserve, or retired military personnel and present and former civilian employees of the Navy or Marine Corps who, by reason of their own inquiries or inquiries or complaints of Department of the Navy or other Federal officials or other appropriate persons, have been the subject of correspondence with the Judge Advocate General concerning the legality of outside Federal, State, or private employment or financial interests, dual Federal employment, post-retirement employment, defense related employment, or foreign employment; acceptance of gifts, gratuities, or benefits from Government cntractors, foreign governments, or other sources, or other possible violations of Federal conflicts-of-interest or standards-of-conduct laws or regulations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence from, to, or concerning, individuals of the above stated category regarding thier current, past, or prospective outside Federal, State, or private employment; defense-related employment; post-retirement employment; foreign employment; dual Federal employment; acceptance of gifts, gratuities, or benefits from Government contractors, foreign governments, or other questionable sources; or other possible violations of conflicts-of-interest or standards-of-conduct laws or regulations. Additionally, such records sometimes include copies of statements of employment submitted by retired military personnel to the Navy Finance Center and referred to the Judge Advocate General for review and further action, and copies of investigative reports concerning suspected violations of pertinent laws or regulations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 3326, 5532; 10 U.S.C. 973, 974, 1032, 6223;

18 U.S.C. 202, 203, 205, 207, 209, 219, 281, 283;

37 U.S.C. 801;

U.S. Const., Art. I, 9, cl 8;

5 U.S.C. 301;

44 U.S.C. 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used as the basis for advisory opinions on the legality of employment activities, financial interests, and the related conflicts-of-interest and standards-of-conduct questions described above. Information may be furnished to other components of the Department of Defense, the U.S. General Accounting Office, the Department of Justice, and the Civil Service Commission in instances of suspected violations of pertinent laws or regulations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained in file folders.

RETRIEVABILITY:

By name of individual.

SAFEGUARDS:

Files are maintained in file cabinets under the immediate control of authorized personnel during working hours; the office space in which the file cabinets are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Records are permanent and are retained indefinitely in the Office of the Judge Advocate General. However, after five years, name indexes are destroyed, eliminating the capability for retrieval by the names of individuals. Thereafter, they are retrievable only by topical indexes arranged according to the legal issues involved.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va., 22332

NOTIFICATION PROCEDURE:

Information may be obtained by written request to the system manager stating the full name of the individual concerned. Written requests must be signed by the requesting individual. Visits may be made to: Civil Affairs Division (code 12), Office of the Judge Advocate General, Room 9n11, Hoffman Bldg II, 200 Stovall St., Alexandria, Va. 22332. Armed forces identification card or state driver's license is required for identification.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information in the system is furnished by the individual and is supplemented by correspondence from Federal officials; current, past, and prospective employers; other interested persons regarding possible conflicts of interest and employment activities; and by investigations pertaining to particular suspected violations. Additional information in the form of statements of employment is forwarded by officers of the Navy Finance Center to the Judge Advocate General for review and further action.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE.

N05512-1

SYSTEM NAME:

Vehicle Control System

SYSTEM LOCATION:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals that have vehicles registered at a particular Navy installation; and all individuals who apply for Government Motor Vehicle Operator's License.

CATEGORIES OF RECORDS IN THE SYSTEM:

Alphabetical file of each individual who have vehicles registered or who have applied for a Government Motor Vehicle Operator's License. Files kept by month, individual's name, date of birth, SSN, height, weight, hair and eye color, place of employment, driving record, license number, etc.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used as a car pool locator, vehicle registration, parking control system, insurance verification system to verify issue of license when individual has lost his or her operator's card, and may be referred to by security or safety officials to determine individual's previous driving record.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tape.

RETRIEVABILITY:

Name, SSAN, Case number, organization.

SAFEGUARDS:

Access provided on a need to know basis only. Locked and/or guarded office.

RETENTION AND DISPOSAL:

Per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Apply to System Manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual concerned, other records of the activity, investigators witnesses, correspondents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05520-1

SYSTEM NAME:

Personnel Security Eligibility information System

SYSTEM LOCATION:

Prmary System-Bureau of Naval Personnel, Navy Department, Washington, D.C. 20370

Secondary System-local activity to which individual is assigned (see Directory of the Department of the Navy Mailing Addresses)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of the U.S. Navy and Naval Reserve, former members, and applicants for enlistment or commissioning.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain reports of personnel security investigations, criminal investigations, and counterintelligence investigations, usually brief excerpts only; correspondence, records and information pertinent to an individual's eligibility for acceptance and retention, personnel security clearance, assignment to the Nuclear Weapon Personnel Reliability Program or other 'high risk' program requiring personnel quality control.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Department of the Navy in the performance of their official duties related to personnel security eligibility;

The Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office relating to personnel security eligibility.

Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement or other matters under the jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies;

State and Local government agencies in the performance of their official duties related to personnel security eligibility;

Officials and employees of the Department of Defense in the

performance of their duties related to personnel security eligibility;

Officials and employees of other agencies of the Executive Branch of the government, upon request, in the performance of their duties related to personnel security eligibility;

Senate or the House of Representatives of the United States or any committees or subcommittees thereof, requiring disclosure of the files or records of individuals covered by this system. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and index cards. Some information from the paper records is contained in an automated file.

RETRIEVABILITY:

Filed alphabetically by last name of individual. Automated files are by social security account number.

SAFEGUARDS:

Stored in locked safes and cabinets. File areas are accessible only to authorized persons who are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Records and portions thereof vary in period of time retained; records are retained and disposed of in accordance with Department Regulations.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Personnel, Navy Department, Washington, D.C. 20370

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to Chief of Naval Personnel, (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370; or in accordance with the Directory of the Department of the Navy Mailing Adresses (i.e., local activities). The letter should contain full name, social security account number, rank/rate/civilian status, address and notarized signature of the requestor. The individual may visit the Chief of Naval Personnel, Arlington Annex, (FOB‹2) Washington, D.C., Rm. 1066, for assistance with records located in that building; or the individual may visit the local activity to which attached for access to locally maintained records. Prior written notification of personal visits is required to ensure that all parts of the record will be available at the time of the visit. Proof of identify will be required and will consist of a military identification card for persons having such cards and picture-bearing identification.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing inital determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Officials and employees of the Department of the Navy, Department of Defense, and other Departments and Agencies of the Executives Branch of government, and components thereof, in performance of their official duties and as specified by current instruction and regulations promulgated by competent authority; civilian and military investigative reports; federal state and local court doucments; fingerprint cards; official correspondence concerning individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N05520-2

SYSTEM NAME:

Listing of Personnel - Sensitive Compartmented Information

SYSTEM LOCATION:

Director, Naval Research Laboratory, Washington, D. C. 20375

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals indoctrinated for access to compartmented information.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, affiliation, billet description, clearances authorized, clearances held, rank, Social Security Number, Background Investigation date, date of birth, place of birth, date of marriage, place of marriage.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used to determine authorization for access to compartmented information. Internal users are Branch Heads, Division Superintendents, Director and Associate Directors of Research and Special Security Office.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic Tape

RETRIEVABILITY:

Name, Social Security Number, affiliation, assigned billet number

SAFEGUARDS:

Three combination security container and/or vault.

RETENTION AND DISPOSAL:

Records maintained as long as individual authorized access; changed as changes occur.

Magnetic tape erased as required.

SYSTEM MANAGER(S) AND ADDRESS:

Special Security Officer, Naval Research Laboratory, Washington, D. C. 20375

NOTIFICATION PROCEDURE:

Letter to System Manager at above address giving full name, Social Security Number, and affiliation, or visit to NRL Special Security Office with NRL pass as identification

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

All information obtained from individuals and indoctrination documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05520-3

SYSTEM NAME:

Civilian Personnel Security Files

SYSTEM LOCATION:

Department of the Navy Staff, Headquarters and Field Activities employing civilians in sensitive and nonsensitive positions. Official mailing addresses are provided in the Department of the Navy Directory published in the Federal Register.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Appropriated and nonappropriated fund employees, contractor employees and visitors requiring base or activity access, and applicants under consideration for employment within the employing activity.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain records and information appropriate to the activities civilian employee security program and may include certificates of personnel security clearances and source documents which identify the appropriate investigative basis for clearance eligibility, security access information, copies of requests for investigation, personal history and qualifications statements and other information provided by the employee, signed security briefing and debriefing statements, exception documents, copies of letters of reprimand or suspension, memorandums between the personnel officer or other officers and the security manager, final and interim reports of investigations completed, correspondence concerning personnel security matters, records of security orientation, education and training provided employees, internal security information, records of security violations, and information from law enforcement agencies, former employers and supervisors, references and schools attended.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450 (as amended), 'Security Requirements for Government employment' Internal Security Act 1950, 18 USC 1382, and Title 18 U.S. code, and E.O. 9397.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide an effective program to insure that the employment and retention in employment of any civilian officer or employee within the activity is clearly consistent with the interests of national security. To determine the investigative requirements for appointment and retention of civilian officers and employees. To provide information concerning the security clearance and degree of access granted each employee. To provide a basis by which an applicant or employee may be determined suitable for employment or retention in employment in sensitive or nonsensitive positions within the Federal civilain service. To provide a record of favorable security and suitability determinations made by the Navy Central Clearance Group, of favorable and unfavorable determinations made by the Secretary of the Navy and of suitability determinations made by the Office of Personnel Management and the activity. Users include officials and employees of the Department of the Navy in the performance of their official duties related to the Department of the Navy Civilian Personnel Security Program.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and on file cards.

RETRIEVABILITY:

Name (last, first, middle), date of birth, and social security number.

SAFEGUARDS:

Safekeeping and storage in accordance with the Department of the Navy Information Security Program Regulation. OPNAV 5510.1f.

RETENTION AND DISPOSAL:

Records are retained during the employment of the employee at the activity, and during period applicants are being considered for employment, but may be disposed of at any time after serving their purpose. The records are disposed of upon separation (retirement, transfer, resignation, termination, etc.) of the employee. Disposal may be made by (1) return to the source from which received, if required, (2) forwarding to the Department of Defence activity to which an employee is transferred, or (3) destruction.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officers of Heads of Department of the Navy Staff, Headquarters and field activities employing civilians.

NOTIFICATION PROCEDURE:

Request should be by correspondence addressed to the SYSMANAGER. The letter should contain the full name, date and place of birth, and social security number of the requester and his signature. Official mailing addresses are provided in the Department of the Navy Directory, published in the Federal Register. The employee may visit the Security Manger's Office of the activity at which she or he is employed.

RECORD ACCESS PROCEDURES:

The agency's rules for access may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from SYSMANAGER.

RECORD SOURCE CATEGORIES:

Investigation results and information provided by appropriate investigative agencies and the Naval Civilian Personnel Command.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N05520-4

SYSTEM NAME:

NIS Investigative Files System

SYSTEM LOCATION:

Primary System-NIS Records Management Division Administration Department, NIS Headquarters, P.O. Box 16230, Suitland Md. 20746

Decentralized Segments - Naval Investigative Service Regional Offices (NISROs) retain copies of certain segments of the investigative files, and related documentation for up to one year. Addresses of these offices are included in the directory of Department of the Navy mailing addresses. Naval Investigative Service Resident Agencies retain copies of investigative reports during pendency and for 90 days thereafter. They also retain evidence custody cards on persons from whom evidence was seized. The number and location of these Resident Agencies are subject to change in order to meet the requirements of the Department of the Navy. Current location may be obtained from Naval Investigative Service Headquarters.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons in the following categories who require access to classified defense information prior to August 1972: Active and inactive members of the naval service, civilian personnel employed by the Department of the Navy (DoN), industrial and contractor personnel, civilian personnel being considered for sensitive positions, boards, conferences, etc., civilian personnel who worked or

resided overseas, Red Cross personnel. Civilian and military personnel accused, suspected or victims of felonious type offenses, or lesser offenses impacting on the good order, discipline, morale or security of the DoN. Civilian personnel seeking access to or seeking to conduct or operate any business or other function aboard a DoN installation, facility or ship. Civilian or military personnel involved in the loss, compromise or unauthorized disclosure of classified material/information. Civilian and military personnel who were of counterintelligence interest to the DoN.

CATEGORIES OF RECORDS IN THE SYSTEM:

Categories of records in the system: Official Reports of Investigation (ROI) prepared by NIS or other federal, state, local or foreign law enforcement or investigative body on either hard copy or microfilm. NIS operations reports (NORs) and their predecessor NIS information reports (NIRs). NORs and NIRs document information received by NIS which is of interest to the naval services or other law enforcement or investigative bodies. The information may be of criminal, counterintelligence or general investigative interest.

General Administration Reports (GEN). Although no longer used as such, the Investigative Purpose of the GEN was to report the results of pre-employment inquiries on applicants for positions as special agents with NIS. The official ROI (above) is now used for this purpose.

Action, Lead Sheets (ALS's), investigative summaries, memoranda for the files and correspondence relating to specific cases and contained in the individual dossier.

Polygraph Data. A listing of persons who submitted to polygraph examination by NIS examiners. The data includes the examinee's name, location and results of the examination and the identity of the examiner.

Case Control and Management documents which serve as the basis for controlling and guiding the investigative activity.

Records identifying confidential sources and contacts with them.

Index to persons reported by 'Name Only'.

Wiretap Data Records. Automated listing of persons who were subjects of wiretapping or eavesdropping operations.

Case Control and Narcotics Data Records. Automated records used only for statistical purposes in accounting for productivity, manhours expenditures; various statistical data concerning narcotics usage and used solely for statistical purposes.

Modus Operandi Files.

Screening Board Reports. These reports set forth the results of oral examination of applicants for a position as a Special Agent with the NIS.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301
44 U.S.C. 3101
47 U.S.C. 605

Executive Memorandum of 26 June 1939; Investigations of espionage, counterespionage and sabotage matters.

Executive Order 12036; United States Intelligence Activities; Secnavinst 5520.3, criminal and security investigations and related activities within the Dept of the Navy; DOD Dir 5210.8, policy on investigation and clearance of DOD Personnel for access to defense information; DOD Dir 5200.26, defense investigative program: DOD Dir 5200.27, acquisition of information concerning persons and organizations not affiliated with the Dept of Defense; and DOD Dir 5200.24, telephone interception and eavesdropping, and SECNAVINST 3820.2D, investigative and counterintelligence collection and retention guidelines pertaining to the DON.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The information in this system is (was) collected to meet the investigative, counterintelligence and security responsibilites of the DoN. This includes personnel security, internal security, criminal and other law enforcement matters all of which are essential to the effective operation of the department.

The records in this system are used to make determinations of; suitability for access or continued access to classified information, suitability for employment or assignment, suitability for access to military installations or industrial firms engaged in government projects/contracts, suitability for awards or similar benefits; referral to other law enforcement or investigatory authorities for law enforcement purposes; use in current law enforcement investigation of any type including applicants; use in judicial or adjudicative proceedings including litigation or in accordance with a court order; insurance claims including workmens compensation; provide protective services under the DoD Distinguished Visitor Protection Program and to assist the U.S. Secret Service in meeting its responsibilities; Congressional interest including the General Accounting Office; respond to the Freedom of Information and Privacy Acts; use for public affairs or publicity purposes such as wanted persons, etc.; referral of matters under their cognizance to federal, state or local law enforcement authorities including criminal prosecution, civil court action or regulatory order; disclosure to federal intelligence/counterintelligence agencies of matters under their purview disclosure to foreign government organizations of criminal and counterintelligence information necessary for the prosecution of justice, or for mutual security and protection; advising higher authorities and naval commands of important developments impacting on security, good order or discipline; reporting of statistical data to naval commands and higher authority; disclosure to the National Archives; use by other investigative unit (federal, state or local) for whom the investigation was conducted; release to defense counsel, disclosure in course of acquiring the information, input into the Defense Central Index of Investigations; disclosure to victims of crimes to the extent necessary to pursue civil and criminal remedies.

Users of the records in this system include employees of the NIS who require access for operational, administrative or supervisory purposes; DoD criminal investigative, investigative and intelligence units; federal, state and local units engaged in criminal investigative, investigative and intelligence activities; federal regulatory agencies with investigative units, DOD components making suitability determinations; federal, state or local judicial or adjudicative bodies; Congressional bodies, including the General Accounting Office who require access within the scope of their jurisdiction for those authorized purposes enumerated above to the extent that those purposes are within the scope of their authority. Commercial insurance companies in those instances in which they have a legitimate interest in the results of the investigation, but only to that extent and provided an unwarranted invasion of privacy is not involved. Victims of crimes to the extent necessary to pursue civil and criminal remedies.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, on cards and on microfilm. Automated records on magnetic tape.

RETRIEVABILITY:

NIS permanent files are filed by terminal digit number. In order to locate the file it is necessary to query the Defense Central Index of Investigations (DCII) computer using the name of the subject and at least one other personnel identifier such as date of birth, place of birth, social security number or military service number. Files may also be retrieved by a case control number assigned at the time the investigation is initiated. Copies of the files in the NISROs and Resident Agencies are retrieved by name.

SAFEGUARDS:

NIS investigative files (permanent and temporary) are maintained and stored in open shelves and filing cabinets located in secured areas accessible only to authorized personnel. Dated files are retired to the Washington National Records Center where retrieval is restricted to NIS authorized personnel.

RETENTION AND DISPOSAL:

Retention of completed NIS Investigative files on Personnel Security Investigations (PSI's) is authorized for 15 years unless adverse information is developed, in which case they may be retained for 25 years. PSI files on persons considered for affiliation with DOD will be destroyed within one year if the affiliation is not consummated. Special Agent applicant records are retained for one year if the applicant declines offer of employment and five years if the applicant is rejected for employment. Criminal files are retained for 25 years. Major investigations of a counterintelligence/security nature, of espionage or sabotage, may be retained permanently. Certain of the above records, when found to have possible historical value, may be offered to the National Archives for continued retention. Counterintelligence records on persons not affiliated with DOD must be destroyed within 90 days or one year under criteria set forth in DOD Directive 5200.27, unless retention is required by law or specifically approved by the Secretary of the Navy. Files retained in the NISO's and resident agencies are temporary and are destroyed after 90 days or one year, as appropriate.

SYSTEM MANAGER(S) AND ADDRESS:

The Director, Naval Investigative Service has ultimate responsibility for all NIS file holdings. Management of NIS permanent files is the direct responsibility of the Head Administration Department. NISRO Commanding Officers are responsible for files retained in their NISRO subordinate Resident Agencies.

NOTIFICATION PROCEDURE:

All requests relative to the retention and/or releasability of NIS investigative files should be addressed to the Director, Naval Investigative Service, P.O. Box 16230, Suitland, Md. 20764. Requests must contain the full name of the individual and at least one additional personal identifier such as date and place of birth, social security number or military service number. Personal visits by requesters should be confined to the Naval Investigative Service headquarters at the above address. It should be borne in mind that the vagaries of the automated indexing system might preclude a same day response. Persons submitting written requests must properly establish their identity to the satisfaction of the NIS. Where a question exists a signed, notarized statement or other certified form of identification will be required. Individuals appearing in person may present proof of identification in the form of military ID card, valid driver's license, or other suitable form of identification bearing a photograph and signature. Attorneys or other persons acting on behalf of a subject of a record must provide a notarized authorization from the subject of the record.

RECORD ACCESS PROCEDURES:

Individuals may make inquiries relative to NIS records maintained on them thru the NIS Information and Privacy Coordinator Naval Investigative Service Headquarters, at the address specified in the previous paragraph.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

See EXEMPTION.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552 A (J)(2) and (K)(1), (K)(3), (K)(4), (K)(5), and (K)(6) as applicable. For additional information, contact the System Manager.

N05521-1

SYSTEM NAME:

Access control system

SYSTEM LOCATION:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals considered or seeking consideration for access to space under the control of the Department of the Navy and any visitor (military, civilian, contractor) requiring access to a naval base/activity.

CATEGORIES OF RECORDS IN THE SYSTEM:

Visit requests for permission to transact commercial business, visitor clearance data for individuals to visit a naval base/activity; barring lists and letters of exclusion, and badge/pass issuance records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations and E.O. 9397.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Maintenance of all aspects of proper access control, replacement of lost badges, retrieval of passes upon separation, maintenance of visitor statistics and background information.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tape.

RETRIEVABILITY:

Name, SSAN, Case number, organization.

SAFEGUARDS:

Access provided on a need to know basis only. Locked and/or guarded office.

RETENTION AND DISPOSAL:

Per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Apply to System Manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual

concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual concerned, other records of the activity, investigators, witnesses, correspondents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05521-2

SYSTEM NAME:

Commonwealth Pass Application Form

SYSTEM LOCATION:

U.S. Naval Communciation Station FPO San Francisco 96680

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel requiring access to the Commonwealth property on which the Naval Communication Station is located.

CATEGORIES OF RECORDS IN THE SYSTEM:

Completed application forms for Commonwealth passes. Contains name, rank, organization, height, color of hair, color of eyes, date of birth and place of birth.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Arrangements for the use and occupation by the United States Navy of Commonwealth land and for associated matters.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Issuance of passes for entry to Naval Communication Station.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

Name.

SAFEGUARDS:

Locked cabinet - limited access.

RETENTION AND DISPOSAL:

Duration of individual's stay in area. Destruction by burning.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officer, U.S. Naval Communication Station.

NOTIFICATION PROCEDURE:

Individual initiates record and may request information. Security Officer, U.S. Naval Communicaton Station, information requester must provide: full name, official title, purpose of inquiry. Office to be visted: Security Office, U.S. Naval Communication Station. Proof of identity: visual recognition or identification card.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information supplied by individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05527-1

SYSTEM NAME:

Security Incident System

SYSTEM LOCATION:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals involved in or witnessing incidents requiring the attention of base, station, or activity security personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Incident/complaint report, investigator's report, military magistrate's records, confinement records, traffic accident and violation records, traffic court file, citations to appear before U. S. Magistrate.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Evidence in Uniform Court of Military Justice and Title 18 USC 1382 Proceedings; Criminal investigation; provided to state or federal law enforcement agencies including Naval Investigative Service, Defense Investigative Service, and Federal Bureau of Investigation for further criminal investigation or court action; used by command legal personnel for prosecution of military offenses and other administrative action; support of insurance claims and civil litigation, revocation of base, station, or activity driving privileges.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tape.

RETRIEVABILITY:

Name, SSAN, Case number, organization.

SAFEGUARDS:

Access provided on a need to know basis only. Locked and/or guarded office.

RETENTION AND DISPOSAL:

Per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Apply to System Manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual concerned, other records of the activity, investigators, witnesses, correspondents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N05527-2

SYSTEM NAME:

Security inspection and violation system

SYSTEM LOCATION:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals involved in security violations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Security violation reports, security inspection reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used to identify problem areas in security indoctrination, alert command management officials to areas which present larger than normal security problems and identify personnel who are cited as responsible for non-compliance with procedures.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tape.

RETRIEVABILITY:

Name, SSAN, Case number, organization.

SAFEGUARDS:

Access provided on a need to know basis only. Locked and/or guarded office.

RETENTION AND DISPOSAL:

Per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Apply to System Manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual concerned, other records of the activity, investigators, witnesses, correspondents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05527-3

SYSTEM NAME:

Naval Educational Development

SYSTEM LOCATION:

Chief of Naval Education and Training Naval Air Station Pensacola, FL 32508

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Formal/Informal investigations, inquiries conducted as directed by CNET and higher authority

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports of investigations, inquiries

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Results reported to requesting authority. Files are then stored until time for disposal in accordance with Records Disposal Instructions

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders

RETRIEVABILITY:

Name, grade, title, position

SAFEGUARDS:

Stowed in 3-tumbler safe; access to authorized personnel only

RETENTION AND DISPOSAL:

Per Records Disposal Instructions

SYSTEM MANAGER(S) AND ADDRESS:

Staff Inspector General and his immediate staff

NOTIFICATION PROCEDURE:

Information is available to individuals but is restricted to the extent that the source of the information is not revealed.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Multitude of sources as determined by the scope of the investigation, inquiry.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N05527-4

SYSTEM NAME:

Naval Security Group Personnel Security/Access Files

SYSTEM LOCATION:

The central record system is located at:

Commander, Naval Security Group Command
3801 Nebraska Ave., N.W.,
Washington, D.C. 20390

Duplicates of portions of records may be held by other Naval and Marine Corps activities served by a Naval Security Group Special Security Officer. Records pertaining to Naval and Marine Corps military personnel who were considered but not selected for assignment to the Naval Security Group while undergoing recruit training are located at one of the following locations:

Resident in Charge
Naval Security Group Field Office
Marine Corp Recruit Depot
Parris Island, South Carolina 29905
Resident in Charge
Naval Security Group Field Office
Naval Administrative Command
Naval Training Center,
Great Lakes, Illinois 60088
Resident in Charge
Naval Security Group Field Office
Naval Training Center
San Diego, California 92133
Resident in Charge
Naval Security Group Field Office
Naval Training Center
Orlando, Florida 32813
Resident in Charge
Naval Security Group Field Office
Naval Technical Training Center, Corry Station
Pensacola, Florida 32511

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Naval and Marine Corps military and civilian personnel assigned to or employed by the Naval Security Group, including the Reserve components thereof, or who have been considered for such assignment or employment.

CATEGORIES OF RECORDS IN THE SYSTEM:

The file may contain personal history information, investigative reports, security suitability reports, incident reports, and other data pertinent to determination of eligibility for access to

Sensitive Compartmented Information (SCI), including the decisions made in each case. The file also contains records of authorized access to classified information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. 10450 Eisenhower Security Program

E.O. 12356 National Security Information

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is collected and used by SCI security personnel for the purposes of determining the individual's eligibility for access to SCI information, of maintaining a record of the degree(s) to which access to SCI has been authorized, and of determining the extent, if any, to which controls must be exercised to prevent the compromise of SCI through hostile foreign intelligence activity. Information may be disseminated outside the Department of the Navy to the National Security Agency, Defense Intelligence Agency, Army Security Agency, Air Force Security Service, Central Intelligence Agency, White House Communications Agency and/or the Defense Industrial Security Clearance Office for the purpose of determining the individual's eligibility for access to classified information under the user Agency's cognizance. Information may be disseminated to the Defense Investigative Service and Naval Investigative Service for the purpose of conducting investigations on which to base SCI eligibility decisions. The access record portion of the system may be made available to the Director of Central Intelligence to maintain an index of personnel who have been granted access to certain sensitive intelligence programs.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, microfilm, and magnetic tape.

RETRIEVABILITY:

By name and SSN.

SAFEGUARDS:

Approved security areas with alarms and guards. Access is limited to assigned personnel who have been found eligible for access to SCI and received specific instruction in the handling, security, and dissemination policy of information in the files.

RETENTION AND DISPOSAL:

Central record system retained for thirty years after last action. Records held at Naval Security Group Field Offices forwarded to central system after two years. Records retained in central record system and destroyed by burning, shredding, degaussing or chemical destruction at end of retention period.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Security Group Command 3801 Nebraska Ave., N.W. Washington, D.C. 20390

NOTIFICATION PROCEDURE:

a. Send request to SYSMANAGER

b. Full name, date and place of birth, military status, social security number (if voluntarily included) or service number.

c. Visits for the purpose of obtaining information must be submitted in writing to Commander, Naval Security Group Command, 3801 Nebraska Ave., N.W., Washington, D.C. 20390 who will advise of time/date/place for viewing records or will advise whether system contains records pertaining to the requester.

d. Scheduled visitors must be prepared to present adequate proof of identification-i.e.-combination of full name, date and place of birth, parent(s) name, drivers license, medicare card, military identification card if applicable.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

In addition to information furnished by the individual himself, files contain information furnished by federal investigative agencies, other SCI security organizations, and reports submitted by Naval Security Group Special Security Officer. Files also include administrative correspondence among associated personnel and security offices of the executive branch.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N05527-5

SYSTEM NAME:

Navy Central Clearance Group (NCCG) Records

SYSTEM LOCATION:

Naval Civilian Personnel Command, (Code 23), Department of the Navy, 800 N. Quincy St., Arlington, VA. 22302.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Incumbent and former civilian employees in and applicants for sensitive and nonsensitive postions at Department of the Navy appropriated fund activities.

CATEGORIES OF RECORDS IN THE SYSTEM:

The records are comprised of (1) reports and other investigative material and information developed by investigations conducted by Federal investigative agencies pursuant to statute and executive order; (2) reports of arrest, criminal activity and theirdisposition, (3) results of the review of the reports by the NCCG, including the security or suitability determination made on the case; (4) copies of correspondence regarding the case and/or reflecting the determination made by the NCCG; and (5) an index file card on each case.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

(1) Executive Order 10450 (as amended), 'Security Requirements for Government Employment'. (2) 5 USC 7532, 'Suspension and Removal'.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The records are maintained (1) to meet the statutory requirements of 5 USC 7532 and E.O. 10450 which require the establishment and maintenance of an effective program to insure that the employment and retention in employment of any civilian officer or employee within the Department is clearly consistent with the interest of the national security and which require adjudication and readjudication of the information as appropriate, and (2) to have the material furnished by the Office of Personnel Management, readily available for return to the OPM upon request. Upon receipt of investigative reports and security information on civilian employees and applicants, the NCCG reviews the material. The Naval Civilian Personnel Command, Personnel Security Branch then transmits the material to the employing activity with a letter or

stamped endorsement apprising the command of the security determination made by the NCCG. During the period that the reports and documents are at an activity, the material is under the custody of the activity's Security Manager. Following the review of the material by the activity's commanding officer or his designee, the material is (1) returned to the source from which received, if required, (2) retained until the employee is separated, or (3) destroyed if it is of no further value. If the employing activity determines that an adverse action aganst the employee is warranted based on information in the report, appropriate action in accordance with Civil Service Commission suitability procedures is initiated by the activity. In some cases the NCCG will make a suitability determination. Other users of the records may include members of Security Hearing Boards and officials and employees of the Department of the Navy in performance of their official duties related to the Department of the Navy Civilian Personnel Security Program.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in file folders and on file cards

RETRIEVABILITY:

Name (last, first, middle) and date of birth.

SAFEGUARDS:

Records maintained in GSA approved security containers accessible only to authority employees of NCPC Security Branch who are properly screened and trained and who have proper security clearance.

RETENTION AND DISPOSAL:

Records with the exception of the index file card are retained in active file until end of third calendar year following last entry and then retired to the National Personnel Records Center, Suitland, Md. Index cards are retained in active file until destroyed. Records are destroyed in accordance with DOD NCI-330-76-1 of 3 May 1976.

SYSTEM MANAGER(S) AND ADDRESS:

The Director, Naval Civilian Personnel Command (NCPC), 800 N. Quincy St., Arlington, VA. 22203.

NOTIFICATION PROCEDURE:

Written requests should be addressed to the Director, Naval Civilian Personnel Command, (Code 23), Department of the Navy, 800 N Quincy St, Arlington, VA 22203. The letter should contain the full name, date and place of birth, and social security number of the requester and his signature.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from SYSMANAGER.

RECORD SOURCE CATEGORIES:

Investigation results and information provided by appropriate investigative agencies of the Federal Government.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N05760-1

SYSTEM NAME:

Biographical and Service Record Sketches of Chaplains

SYSTEM LOCATION:

Office of the Chief of Chaplains, Department of the Navy, Washington, DC 20370

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy chaplains who have served on extended active duty at some time during the period 1778-1981 inclusive, and any future editions. It lists the names, years in which they were commissioned, and the ecclesiastical affiliations of all who held chaplaincy commissions during the period.

CATEGORIES OF RECORDS IN THE SYSTEM:

Biographical and professional summary which includes individual's full name, denomination of faith group, date and place of birth, education, ordination, date of marriage and name of spouse, first names of children, prior professional experience, authorship, prior military service (including date of commission, date of rank at commisssioning, ships/stations, places and dates; and period spent, if any, in Inactive Reserve), date of augmentation (if applicable), promotion history, awards and decorations, conclusion of active duty (date of resignation, release from active duty, or retirement as applicable), post active duty career (retirees only), and distinctions which have made the chaplains career interesting or unusually significant (corroborative material suggested).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 5031.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Office of the Chief of Chaplains, the Chaplain Corps of the Navy, all U.S. Navy and Marine Corps commands, activities, and organizations, to provide background data in response to news media requests; to provide information on individual chaplains prior to public appearances in which they are scheduled to appear; to provide internal release of information as required.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained in bound and published volumes. Source materials are in paper files.

RETRIEVABILITY:

Data is indexed alphabetically by individual names and made available upon written request.

SAFEGUARDS:

Files are locked after official working hours.

RETENTION AND DISPOSAL:

Forms and documents are destroyed after five years from the date of publication. The volumes are kept indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Chaplain Corps Historian, Office of the Chief of Chaplains, Department of the Navy, Washington, DC 20370.

NOTIFICATION PROCEDURE:

Information should be obtained from the system manager or authorized representative upon written request signed by the listed individual. The full name of the individual should be given. Individuals making inquiry in person must present personal identification.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual

concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information in this system comes from returned questionnaires addressed to individual chaplains, supplemented by Officer Data Cards and historical research.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05800-1

SYSTEM NAME:

Legal Office Litigation/ Correspondence Files

SYSTEM LOCATION:

Commander, Puget Sound Naval Shipyard, Bremerton, WA 98314

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Criminal and civil plaintiffs/ defendants involved in litigation against or involving Puget Sound Naval Shipyard

CATEGORIES OF RECORDS IN THE SYSTEM:

Statements, affidavits, correspondence, briefs, petitions, court records involving litigation and related matters

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 28, USC; Executive Order 10561; 5 USC 301; 10 USC 801-940

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Preparation of correspondence, litigation material

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File cabinets

RETRIEVABILITY:

Case citation, name of individual

SAFEGUARDS:

Locked in executive spaces

RETENTION AND DISPOSAL:

Most are retained permanently, others disposed of in accordance with Defense Disposal Manual

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Puget Sound Naval Shipyard, Bremerton, WA 98314, or Legal Officer (Code 107), Puget Sound Naval Shipyard

NOTIFICATION PROCEDURE:

Direct inquiry to SYSMANAGER, providing name, rank/rate/shop or badge number and social security number

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager

RECORD SOURCE CATEGORIES:

Court records, personal interviews and statements, departmental records, State and Federal records, police reports and complaints, general correspondence

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N05800-2

SYSTEM NAME:

Legal Records System

SYSTEM LOCATION:

Commanding Officer
Naval Regional Medical Center
San Diego, CA 92134

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Patients, visitors, staff and employees of Naval Regional Medical Center, San Diego, CA 92134.

CATEGORIES OF RECORDS IN THE SYSTEM:

Incident reports and in-house investigations; records of Commanding Officer's Nonjudicial Punishment and appeals thereof; files of litigation and potential litigation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations; Federal Tort Claims Act; Medical Care Recovery Act; Article 15, UCMJ.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Some are protected by attorney-client relationship, and thus are not released without consent of client or used in any way other than original purpose. Incident reports used for internal administration of Medical Center (to correct errors and improve procedures) and to notify attorney of incidents having a potential for legal action. In-house investigations used to prepare for litigation. Records of NJP used in administering Article 15, UCMJ, punishment and for referral to Military Personnel System (for performance evaluation, administrative separation, etc.).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, forms, letters.

RETRIEVABILITY:

Name.

SAFEGUARDS:

Available to staff of Staff Judge Advocate (three persons) on a 'need to know' basis only. Otherwise, maintained in locked cabinets and/or in locked rooms.

RETENTION AND DISPOSAL:

Retained as required; destroyed or moved to National Personnel Records Center, St. Louis, MO, as directed by Department Regulations.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Judge Advocate
Naval Regional Medical Center
San Diego, CA 92134

NOTIFICATION PROCEDURE:

Individuals can determine whether the system contains records pertaining to them by writing or visiting the System Manager and supplying full name, SSN, military status, approximate date of contact with system (if known).

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Investigative reports (as from JAG Manual investigations, Office of Naval Intelligence reports, Security System, etc.), Military Personnel System, medical records, personal interviews, personal observation, reported by persons witnessing or knowing of incidents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N05801-1

SYSTEM NAME:

Legal Assistance Card Files

SYSTEM LOCATION:

Typically maintained at Naval Legal Service Offices, the Naval Legal Service Branch Offices, and any command with a legal assistance office.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Authorized military and civilian personnel and dependents who have sought legal assistance from a legal assistance office established within the Department of the Navy.

CATEGORIES OF RECORDS IN THE SYSTEM:

Legal assistance card files typically contain client identification information, e.g., name, address, duty station, telephone numbers, etc., client description of legal problem, attorney classification of problem, and attorney time expended.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301; Manual of the Judge Advocate General, 1914; 44 U.S.C. 3101

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Time-accounting data is extracted from the card files for preparation of periodic legal assistance statistical reports; legal assistance attorneys refer to the card files to ascertain previous progress achieved toward disposition of the case. There are no other uses. Internal users are limited to legal assistance attorneys and assigned clerical personnel.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Pre-printed cards stored in file cabinets.

RETRIEVABILITY:

Filed alphabetically by name of client.

SAFEGUARDS:

Cards are maintained in file cabinets or other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside of official working hours.

RETENTION AND DISPOSAL:

Two years after disposition of the case or until the closing of the legal assistance office, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained by written request which adequately identifies the system of records and the individual about whom the record is kept (i.e. full name, etc.); the written request must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the system manager. Written requests for access should contain the full name of the individual, current address and telephone number, and the serial code of any prior correspondence received from this office pertaining to the request. For personal visits, the individual should be able to provide some acceptable identification, e.g., driver's license, etc., and give some verbal information that could be verified in the file.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Basic information contained in the card files is provided by the client; information concerning the ultimate disposition of the case and time expended by the attorney is provided by the attorney.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N05802-1

SYSTEM NAME:

Fiduciary Affairs Records

SYSTEM LOCATION:

Office of the Judge Advocate General (code 12), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All active duty, fleet reserve, and retired members of the Navy and Marine Corps who have been medically determined to be mentally incapable of managing their financial affairs, their appointed or prospective trustees, and members' next-of-kin.

CATEGORIES OF RECORDS IN THE SYSTEM:

The system contains proceedings of medical boards, documentation indicating the origin of the mental incapability, the name(s) and address(es) of the individual's next-of-kin, the disability retirement index, a copy of the interview(s) of prospective trustee(s), the appointment of the approved trustee, authority to pay the individual's retirement pay to the approved trustee, the instructions of duties and responsibilities to the trustee, annual trustee accounting reports, copy of the trustee's surety bond, a copy of the affidavit executed by the trustee to obtain the surety bond, miscellaneous correspondence relating to the trustee's duties and responsibilities, annual approvals of the trustee account, discharge(s) of trustee, release(s) of surety, periodic physical examinations, medical records, and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301; 37 U.S.C. 601-604; 44 U.S.C. 3101

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

This information is maintained for the purpose of providing non-judicial financial management of military pay and allowances payable to active duty, fleet reserve, and retired Navy and Marine Corps members for the period during which they are medically determined to be mentally incapable of managing their financial affairs. This information may be furnished to the Department of Justice when there is reason to suspect financial mismanagement and no satisfactory settlement with the surety can be reached, and may be furnished to the Veterans Administration in connection with programs administered by that agency.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Papers records in file folders stored in file cabinets or other storage devices.

RETRIEVABILITY:

By name of the member or by name of the trustee.

SAFEGUARDS:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Indefinitely; however, after the death of a member, his files are typically transferred to the Federal Records Center, Suitland, Maryland, 20409.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law) Office of the Judge Advocate General Department of the Navy 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained by written request which adequately identifies the system of records and the individual about whom the record is kept (i.e. full name); written requests must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Components within the Department of the Navy, medical doctors, approved trustees, prospective trustees, surety companies, and Veterans Administration.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05810-1

SYSTEM NAME:

Article 138 Complaint of Wrongs

SYSTEM LOCATION:

Office of the Judge Advocate General (Code 13), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332. Complaints, three years old or older, are stored at the Federal Records Center, Suitland, Maryland 20409.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty Navy and Marine Corps personnel who have submitted complaints of wrong pursuant to Article 138, UCMJ, which have been forwarded to the Secretary of the Navy for final review of the complaint and the proceedings had thereon.

CATEGORIES OF RECORDS IN THE SYSTEM:

The complaint and all proceedings had thereon.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Article 138, Uniform Code of Military Justice, (10 U.S.C. 938).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

No routine use after complaint is resolved.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

Files are kept in alphabetical order according to last name of the individual concerned.

SAFEGUARDS:

Files are maintained in file cabinets and other storage devices under control of authorized personnel during working hours; the office spaces in which the file cabinets and storage devices are located is locked outside office working hours.

RETENTION AND DISPOSAL:

Complaints are maintained in office for three years and then forwarded to the Federal Records Center, Suitland, Maryland 20409 for storage.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the Deputy Assistant Judge Advocate General (Administrative Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332. Information may be obtained by written request to the Judge Advocate General stating full name and the approximate date the complaint was submitted for review if known. Written requests must be signed by the requesting individual. Personal visits may be made to the Administrative Law Division, Office of the Judge Advocate General, Room 9N03, Hoffman Bldg II, 200 Stovall St, Alexandria, Va. 22332. Individuals making such visits should be able to provide some acceptable identification, e.g. armed forces identification card, driver's license, etc.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

The records are comprised of the following source materials: (1) complaint of wrongs; (2) results of examination into complaint of wrongs by the general court-martial authority; and (3) final review action by the Secretary of the Navy.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05810-2

SYSTEM NAME:

Military Justice correspondence file

SYSTEM LOCATION:

Office of the Judge Advocate General (code 20), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty, retired, and discharged Navy and Marine Corps personnel who were the subject of military justice proceedings.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains copy of incoming correspondence, all background material necessary to answer the correspondence and copies of letters replying to the correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Files may be furnished to other components of the Department of Defense.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

Correspondence is kept in alphabetical order according to the last name of the individual who is the subject of the correspondence.

SAFEGUARDS:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Records are maintained in office for two years and then forwarded to the Federal Records Center, Suitland, Maryland 20409 for storage.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the Deputy Assistant Judge Advocate General (military justice), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332. Information may be obtained by written request to the Judge Advocate General stating full name of the individual concerned. Written requests must be signed by the requesting individual. Personal visits may be made to the Military Justice Division, Office of the Judge Advocate General, Room 9s09, Hoffman Bldg II, 200 Stovall St., Alexandria, Va. 22332. Individuals making such visits should be able to provide some acceptable identification, e.g. Armed Forces' identification card, driver's license, etc.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Records of trial and correspondence from commands and agencies involved in the matter which is the subject of the correspondence.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE.

N05810-3

SYSTEM NAME:

Appellate Case Tracking System (ACTS)

SYSTEM LOCATION:

Office of the Judge Advocate General, Department of the Navy, 200 Stoval Street, Alexandria, Virginia 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals who have their appellate case reviewed by the Navy-Marine Corps Court of Military Review and/or the Court of Military Appeals.

CATEGORIES OF RECORDS IN THE SYSTEM:

Naval appellate case records; additional Navy appellate case information records; and historical Navy appellate case records. Files contain personal information such as name, rank, social security number, etc., and specific information with regard to the Navy appellate cases.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 866, 867, and 5031.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The officials and employees of the Department of the Navy in the performance of their official duties related to processing and final storage of Navy appellate cases. The system will also be used by the officials and employees of the Department of the Navy to provide management and statistical information to governmental, public, and private organizations and individuals.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained on magnetic disk, magnetic tape, and on hard copy forms.

RETRIEVABILITY:

ACTS users obtain information by means of a query or a request for a standard report. Data may be indexed by any data item although the primary search keys are the name, social security number of Navy-Marine Corps Court of Military Review docket number.

SAFEGUARDS:

Access to building is protected by uniformed guards requiring positive identification for admission after hours. The system is protected by the following software features: user account number and password sign-on, data base access authority, data set authority for add and delete, and data item authority for list and update.

RETENTION AND DISPOSAL:

An individual's record is retained on disk and will be available for on-line access for twenty-five years after the close of the individual's case. The record will be purged to magnetic tape after twenty-five years and will be utilized in a batch processing mode.

SYSTEM MANAGER(S) AND ADDRESS:

Head, Claims Defense/ADP Programs, Office of the Judge Advocate General, Department of the Navy, 200 Stovall Street, Alexandria, Virginia 22332.

NOTIFICATION PROCEDURE:

Information should be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information in this system comes from the individual's record of trial and supporting documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05813-1

SYSTEM NAME:

Ethics file.

SYSTEM LOCATION:

Office of the Judge Advocate General (code 20), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian and military lawyers authorized to practice before a court-martial or Navy Court of Military Review and who by their personal or professional conduct have demonstrated that they are so lacking in competency, integrity or ethical or moral character as to be unacceptable as counsel before a court-martial or Navy Court of Military Review.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports of investigation, correspondence, and court papers relating to the complaint brought against attorneys.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Manual of the Judge Advocate General, section 0142, and 5 USC 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

No routine use after file is closed. The information may be furnished to other Department of Defense components and State and Federal governmental organizations before they are closed.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

Files are kept in alphabetical order according to the last name of the attorney concerned.

SAFEGUARDS:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Records are maintained in office for two years and then forwarded to the Federal Records Center, Suitland, Maryland 20409 for storage.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the Deputy Assistant Judge Advocate General (military justice), Office of he Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332. Information may be obtained by written request to the Judge Advocate General stating full name of the individual concerned. Written requests must be signed by the requesting individual. Personal visits may be made to the Military Justice Division, Office of the Judge Advocate General, Room 9s09, Hoffman Bldg II, 200 Stovall St., Alexandria, Va. 22332. Individuals making such visits should be able to provide some acceptable identification, e.g. Armed Forces identification card, driver's license, etc.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Correspondence from military judges, staff judge advocates, judge advocates, and other military personnel; correspondence from the Judge Advocates General of other branches of the Armed Forces; investigative reports from Naval Investigative Service offices; correspondence and copies of court papers from civilian authorities.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05813-2

SYSTEM NAME:

Court-Martial Case Report

SYSTEM LOCATION:

Chief, Navy-Marine Corps Trial Judiciary, Washington Navy Yard, Washington, D.C. 20374

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals having appeared before a special or general court-martial within the preceding two fiscal years.

CATEGORIES OF RECORDS IN THE SYSTEM:

The recording of the Article violation of the UCMJ, the plea, the finding, the sentence and other related information concerning the trial.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301, Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used to formulate status reports provided to JAG when directed by him to do so.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Stored in file folders by circuit and fiscal year

RETRIEVABILITY:

By name or case number

SAFEGUARDS:

Personnel screening, visitor control

RETENTION AND DISPOSAL:

Two fiscal years. They are not moved to Record Centers but are disposed of after two fiscal years in the same manner as all other unclassified material, i.e., general destruction.

SYSTEM MANAGER(S) AND ADDRESS:

Circuit Military Judge
ATLANTIC Judicial Circuit
Navy-Marine Corps Trial Judiciary
Washington Navy Yard
Washington, D.C. 20374

NOTIFICATION PROCEDURE:

Write to address listed under SYSMANAGER. Provide full name, branch of service, military status, where stationed when tried, and when tried

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager

RECORD SOURCE CATEGORIES:

Military Judge of respective individual's court-martial

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N05813-3

SYSTEM NAME:

General Courts-martial Records of Trail.

SYSTEM LOCATION:

Office of the Judge Advocate General (code 20), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332. Records, three years old or older, are stored at the Federal Records Center, Suitland, Maryland 20409.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty Navy and Marine Corps personnel tried by general court-martial.

CATEGORIES OF RECORDS IN THE SYSTEM:

General court-martial records of trial.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 865 and 5 USC 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Public Record.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

Files are kept by Navy court-martial number and each case is cross-referenced by an index card which is filed in alphabetical order according to the last name of the individual concerned.

SAFEGUARDS:

Files are maintained in file cabinets under the control of authorized personnel during working hours; the office space in which the file cabinets are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Records are maintained in office for three years and then forwarded to the Federal Records Center, Suitland, Maryland 20409 for storage.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained by written request which adequately identifies the system of records and the individual about whom the record is kept (i.e., full name and date of trial of individual concerned). The written request must be signed by the requesting individual. Personal visits may be made to the Military Justice Division, Office of the Judge Advocate General, Department of the Navy, Room 9s09, Hoffman Bldg. 200 Stovall St., Alexandria, Va. 22332. Individuals making such visits should be able to provide some acceptable identification, e.g., Armed Forces identification card, driver's license, etc.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Proceedings by a general court-martial.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N05814-1

SYSTEM NAME:

Summary courts-martial and non-bad conduct discharge courts-martial--navy and marine corps

SYSTEM LOCATION:

Records are retained for two years after final action by appropriate officers having supervisory authority over shore activities. Records are retained for three months after final action by appropriate officers having supervisory authority over fleet activities, including Fleet Air Wings and Fleet Marine Forces. After the two years or three month retention period, as appropriate, the records are transferred to the National Personnel Records Center, GSA (Military Personnel Records), 9700 Page Boulevard, St. Louis, Missouri 63132.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy and Marine Corps enlisted personnel tried by summary courtmartial or by special court-martial which did not result in a bad conduct discharge.

CATEGORIES OF RECORDS IN THE SYSTEM:

Summary court-martial and non-bad conduct discharge special court-martial records of trial.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 865, 5 U.S.C. 301, and Executive Order No. 11476 of June 19, 1969, as amended by Executive Order No. 11835 of January 27, 1975, paragraph 94b (manual for courts-martial, 1969 (rev.))

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Public record.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

Type of court-martial, date, command which convened the court-martial, name of individual defendant, and command which completed the supervisory authority's action.

SAFEGUARDS:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Records are retained for two years after final action by officers having supervisory authority over shore activities, and for three months by officers having supervisory authority over fleet activities. At the termination of the appropriate retention period, records are forwarded for storage to the National Personnel Records Center, GSA (Military Personnel Records), 9700 Page Boulevard, St. Louis, Missouri 63132. Records are destroyed 15 years after final action has been taken.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332

NOTIFICATION PROCEDURE:

Information may be obtained from the Deputy Assistant Judge Advocate General (military justice), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332., by written request including the full name of the individual concerned, the type of court-martial (summary or special), the name of the command which held the court-martial, and the date of the court-martial proceedings. Written requests must be signed by the requesting individual. Personal visits may be made to the Military Justice Division, Office of the

Judge Advocate General, Room 9s09, Hoffman Bldg II, 200 Stovall St., Alexandria, Va., 22332. Individuals making such visits should be able to provide some acceptable identification, e.g. armed forces identification cards, driver's license, etc.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Proceedings of summary courts-martial and special courts-martial which did not result in a bad conduct discharge.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05815-1

SYSTEM NAME:

Special courts-martial resulting in bad conduct discharges or concerning commissioned officers.

SYSTEM LOCATION:

Office of the Judge Advocate General (code 20), Department of the Navy, 200 Stovall st., Alexandria, Va. 22332. Records, three years old or older, are stored at the Federal Records Center, Suitland, Maryland 20409.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy and Marine Corps personnel tried by special court-martial and awarded a bad conduct discharge, and all Navy and Marine Corps commissioned officers tried by special court-martial.

CATEGORIES OF RECORDS IN THE SYSTEM:

Special court-martial which resulted in a bad conduct discharge, or involving commissioned officers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 865, 5 U.S.C. 301 and Executive Order No. 11476 of June 19, 1969, as amended by Executive Order No. 11835 of January 27, 1975, paragraph 94b (manual for courts-martial, 1969 (rev.))

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Public Record.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

Files are kept by Navy court-martial number and each case is cross-referenced by an index card which is filed in alphabetical order according to the last name of the individual concerned.

SAFEGUARDS:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Records are maintained in office for three years and then forwarded to the Federal Records Center, Suitland, Maryland 20409 for storage.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St. Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the Deputy Assistant Judge Advocate General (military justice), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332, by written request stating full name, and date of trial of the individual concerned. Written requests must be signed by the requesting individual. Personal visits may be made to the Military Justice Division, Office of the Judge Advocate General, Room 9s09, Hoffman Bldg II, 200 Stovall St., Alexandria, Va. 22332. Individuals making such visits should be able to provide some acceptable identification, e.g. armed forces identification card, driver's license, etc.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Special court-martial proceedings.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE.

N05817-1

SYSTEM NAME:

Courts-martial Statistics.

SYSTEM LOCATION:

Magnetic tape held at Naval Command Systems Support Activity, Production Code 60.1, room 4002, building 196, Washington Navy Yard, Washington, D.C. 20360. Source document (NAVJAG 5813/1) held in Promulgation and Statistics Branch, Office of the Judge Advocate General, Department of the Navy, 200 Stovall St. Alexandria, Va. 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy and Marine Corps personnel tried by general courts-martial and by special courts-martial when the special court-martial sentence as finally approved includes a punitive discharge.

CATEGORIES OF RECORDS IN THE SYSTEM:

Court-martial information on special courts-martial if sentence as finally approved includes a punitive discharge and all general courts-martial including name, social security number, pleas, convening authority action, supervisory authority action, and Court of Military Review action. Information available from 1970 to present only.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Provide statistical information on general and bad conduct discharge special courts-martial to governmental, public, and private organizations and individuals.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape and source documents (NAVJAG 5813/1) if file folders.

RETRIEVABILITY:

Name and social security number or Navy court-martial number.

SAFEGUARDS:

Tapes stored in secret vault. Without project code number, tape can neither be read nor added to. Only person who has code number is Project Code Officer. Source documents are filed in file cabinets which are located in an office which is under observation during working hours and is locked at night. The office is located in a secure building which is surrounded by a guarded fence. The building is guarded 24 hours a day, and admission is allowed only to personnel on official business and authorized visitors.

RETENTION AND DISPOSAL:

Idefinite.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St, Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the Deputy Assistant Judge Advocate General (military justice), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332. Information may be obtained by written request to the Judge Advocate General stating full name, date of trial (if known), date of discharge and type of discharge of the individual concerned. Written requests must be signed by the requesting individual. Personal visits may be made to: The Military Justice Division, Office of the Judge Advocate General, Room 9s09, Hoffman Bldg II, 200 Stovall St., Alexandria, Va. 22332. Individuals must be able to provide some acceptable identification, e.g. Armed Forces identification card, driver's license, etc.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Form NAVJAG (Navy Judge Advocate General) 5813/1.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05819-1

SYSTEM NAME:

Article 69 Petitions

SYSTEM LOCATION:

Office of the Judge Advocate General General (code 20), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332. Petitions three years old or older are stored at the Federal Records Center, Suitland, Maryland 20409.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy and Marine Corps personnel who were tried by courts-martial which were not reviewed by the Navy Court of Military Review and when such service member has petitioned the Judge Advocate General pursuant to Article 69, Uniform Code of Military Justice, for review.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain individual service member's petition together with all forwarding endorsements and copy of action taken by the Judge Advocate General with supporting memorandum.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Article 69, Uniform Code of Military Justice (10 USC 869).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Public record.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

Records are maintained in chronological calendar order with alphabetical cross-referencing system.

SAFEGUARDS:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office spaces in which the file cabinets and storage devices are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Records are maintained in office for three years and then forwarded to the Federal Records Center, Suitland, Maryland 20409 for storage.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the Deputy Assistant Judge Advocate General (military justice), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332. Information may be obtained by written request to the Judge Advocate General stating full name of the individual concerned. Written requests must be signed by the requesting individual. Personal visits may be made to the Military Justice Division, Office of the Judge Advocate General, Room 9s09, Hoffman Bldg II, 200 Stovall St., Alexandria, Va. 22332. Individuals making such visits should be able to provide some acceptable identification, e.g. Armed Forces identification card, driver's license, etc.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

The records comprise the following source materials: (1) petitions for relief, (2) forwarding endorsements thereon by petitioner's commanding officer and convening/supervisory authorities of court-martial (above information is omitted if petitioner is former service member), and (3) action of the Judge Advocate General on petition.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05819-2

SYSTEM NAME:

Article 73 petitions for new trial.

SYSTEM LOCATION:

Office of the Judge Advocate General (Code 20), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy and Marine Corps personnel who submitted petitions for new trial to the Judge Advocate General within two years after approval of their court-martial sentence by the convening authority but after their case had been

reviewed by the Navy Court of Military Review or Court of Military Appeals, if appropriate.

CATEGORIES OF RECORDS IN THE SYSTEM:

The petition for new trial, the forwarding endorsements if the petition was submitted via the chain of command, and the action of the Judge Advocate General on the petition.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Article 73, Uniform Code of Military Justice, (10 U.S.C. 873).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

No routine use after action taken on petition.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

Files are kept in alphabetical order according to the last name of the individual concerned.

SAFEGUARDS:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel durng working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Records are maintained in office for two years and then forwarded to the Federal Records Center, Suitland, Maryland 20409 for storage.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the Deputy Assistant Judge Advocate General (Military Justice), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332. Information may be obtained by written request stating full name of the individual concerned. Written requests must be signed by the requesting individual. Personal visits may be made to the Military Justice Division, Office of the Judge Advocate General, Room 9s09, Hoffman Bldg II, 200 Stovall St., Alexandria, Va. 22332. Individuals should have the following items of identification: drivers license or military identification card.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

The records are comprised of the following source materials: (1) petitions for new trial; (2) forwarding endorsements thereon by petitioner's commanding officer and convening/supervisory authorities of court-martial (above information is omitted if petitioner is former service member); and (3) action of the Judge Advocate General on petitions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05819-3

SYSTEM NAME:

Naval Clemency and Parole Board files

SYSTEM LOCATION:

Naval Clemency and Parole Board, Ballston Tower 2, 801 North Randolph Street, Arlington, Va. 22203

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members or former members of the Navy or Marine Corps whose cases have been or are being considered by the Naval Clemency and Parole Board.

CATEGORIES OF RECORDS IN THE SYSTEM:

The file contains individual applications for clemency or parole, reports and recommendations thereon indicating progress in confinement or while awaiting completion of appellate review if not confined, or on parole; correspondence between the individual or his counsel and the Naval Clemency and Parole Board or other Navy offices; other correspondence concerning the case; the court-martial order and staff Judge Advocate's review; and a summarized record of the proceedings of the Board.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 874(a), 952-954

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The file is used in conjunction with periodic review of the member's or former member's case to determine whether or not clemency or parole is warranted. The file is referred to in answering inquiries from the member or former member or their counsel. The file is referred to by the Naval Discharge Review Board and the Board for Correction of Naval Records in conjunction with their subsequent review of applications from members or former members. The file is also used by counsel in connection with representation of members or former members before the Naval Clemency and Parole Board.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Folders are filed by name and social security number or service number.

SAFEGUARDS:

Files are kept within the Naval Clemency and Parole Board administrative office. Access during business hours is controlled by Board personnel. The office is locked at the close of business; the building in which the office is located employs security guards.

RETENTION AND DISPOSAL:

Files are permanent. They are retained in the Naval Clemency and Parole Board's administrative office until all portions of the sentence have been completed and the discharge has been executed. After that the folders are sent to Washington National Records Center, 4205 Suitland Road, Suitland, MD. 20409

SYSTEM MANAGER(S) AND ADDRESS:

Director, Naval Council of Personnel Boards, Department of the Navy, 801 North Randolph Street, Arlington, Va. 22203

NOTIFICATION PROCEDURE:

Information may be obtained from the Naval Clemency and Parole Board, Room 905, Ballston Tower 2, 801 North Randolph Street, Arlington Va. 22203.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information contained in the file is obtained from the member or former member or from those acting in their behalf, from confinement facilities, from military commands and offices, from personnel service records and medical records, and from civilian law enforcement agencies or individuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Portions of this system may be exempt under 5 U.S.C. 552a(j) or (k), as applicable. For additional information contact the system manager.

N05820-1

SYSTEM NAME:

International Legal Hold Files

SYSTEM LOCATION:

U.S. Naval Legal Offices in a foreign country.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel, members of civilian component and their dependents who have had criminal charges lodged against them in a foreign country.

CATEGORIES OF RECORDS IN THE SYSTEM:

Computerized summaries and card files containing copies of legal documents received and filed relative to the case, statements, affidavits, handwritten notes, and other miscellaneous data about the particular case.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by foreign civilian attorneys in representing the accused, by the accused's military advisor in seeking an expeditious settlement of the case; by supervisory personnel in the performance of their official duties when monitoring the legal hold status of the individuals involved; and by authorized officials in the Department of Defense for required reports, reports.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained on magnetic tape, file folders and file cards.

RETRIEVABILITY:

Files are retrieved by name and ssn.

SAFEGUARDS:

Only personnel in international law department are authorized access. Building is kept locked when not occupied.

RETENTION AND DISPOSAL:

For computerized and manual records-retain on tape until the final outcome of each case, whether it be by final adjudication or out of court settlement and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer or head of the organization in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Requester can write to the system manager giving name, rate and service number. Military ID or any standard ID showing applicant's photo shall be sufficient for personal visits.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Foreign judicial system, accused, attorneys representing accused, military legal advisor, Provost Marshal's office, subject's commanding officer, witnesses, and the complainant.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05822-1

SYSTEM NAME:

Otsu Prision health and comfort items

SYSTEM LOCATION:

Commander Fleet Activities, FPO Seattle 98762

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have been imprisoned under Japanese Law and Jurisdiction for various offenses.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record of requests for, receipt of, and issues to of individuals imprisoned in Otsu Prison located in Yokosuka, Japan.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301, Departmental Regulations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used for billing armed services, other than Navy and Marine Corps for items of health and comfort issued to their personnel imprisoned. Billing is prepared in accordance with existing interservice support agreements (ISSAS). Additionally, file used to answer complaints in instances where prisoners contend they are not supported properly.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folder.

RETRIEVABILITY:

Alphabetically by surname. New individual files instituted with arrival of individual in prison. Previous files retrieved to semi-active for one year and thereafter destroyed without report.

SAFEGUARDS:

Files maintained in locked file cabinet in locked office.

RETENTION AND DISPOSAL:

Destroyed without report after two years.

SYSTEM MANAGER(S) AND ADDRESS:

Commander Fleet Activities, FPO Seattle 98762

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the SYSMANAGER listed above and provide, as a minimum, the following information: rank/ rate, full name, branch of service, social security number. Files maintained in logistics within command and requestors may visit this office for review of their files during normal working hours. Proof of identification limited to Armed Forces Identification Cards or Passports.

RECORD ACCESS PROCEDURES:

The agency's rule for access to record may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Prison Officials.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05830-1

SYSTEM NAME:

JAG Manual Investigative Records

SYSTEM LOCATION:

Office of the Judge Advocate General (Code 21) Department of the Navy 200 Stovall St, Alexandria, Va 22332

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who participated in, who was involved in, who incurred an injury, disease, or death in, who was intoxicated (drugs or alcohol) during, before, or after, or who had an interest in any accident, incident, transaction, or situation involving or affecting the Department of the Navy, naval personnel, or any procedure, operation, material, or design involving the Department of the Navy.

CATEGORIES OF RECORDS IN THE SYSTEM:

The records contain all documented evidence relevant to the item under investigation, together with an investigating officer's report, which makes findings of fact and expresses opinions and recommendations, the reviewing authority's actions which either approved or modified the investigating officer's report or returned the entire record for further investigation or remedial action to perfect the record, and, the results of hearings afforded persons who incurred injuries and diseases, to allow them to explain or rebut adverse information in the record. The Judge Advocate General's correspondence to locate and obtain required investigations is also included in the record. Some records contain only a field command's explanation as to why investigation is not required, together with documents pertinent to this lack of requirement. Some records contain only an accident, injury, or death report, prepared for the Department of the Navy by the Army, Air Force, Coast Guard, or other agency under reciprocal agreements, in situations where the Navy or Marine Corps could not conduct the investigation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Requirement that enlisted men make up time lost due to misconduct or abuse of alcohol or drugs (10 U.S.C. 972(5)); retirement or separation for physical disability (10 U.S.C. 1201-1221); Executive Order 11476, Manual for Court-Martial, par. 133b; Uniform Code of Military Justice, 10 U.S.C. 815, 832, 869, 873, 935, 936, and 938-940; Military Claims Act (10 U.S.C. 2733); Foreign Claims Act (10 U.S.C. 3724, 2734a, 2734b); Emergency payment of claims (10 U.S.C. 2736); Non-scope claims (10 U.S.C. 2737); Duties of Secretary of the Navy (10 U.S.C. 5031); Duties of the Office of the Chief of Naval Operations (10 U.S.C. 5081-5082, 5085-5088); Duties of the Bureaus and Offices of the Department of the Navy and duties of the Judge Advocate General (10 U.S.C. 5131-5153); Duties of the Commandant of the Marine Corps (U.S.C. 5201); Reservist's disability and death benefits (10 U.S.C. 6148); Requirement of exemplary conduct (10 U.S.C. 5947); Promotion of accident and occupational safety by Secretary of the Navy (10 U.S.C. 7205); Admiralty claims (10 U.S.C. 7622-23); Public Vessels Act (46 U.S.C. 781-790); Suits in Admiralty Act (46 U.S.C. 741-752); Admiralty Extension Act (46 U.S.C. 740); Transportation Safety Act (49 U.S.C. 1901); Federal Tort Claims Act (28 U.S.C. 1346, 2671-2680); Financial liability of accountable officers (31 U.S.C. 82, 89-92); Military Personnel and Civilian Employee's Claims Act of 1964, as amended (31 U.S.C. 240243); Federal Claim Collection Acts (31 U.S.C. 71-75, 951-953); Forfeiture of pay for time lost due to incapacitation caused by alcohol or drug use (37 U.S.C. 802); Eligibility for certain veterans benefits (38 U.S.C. 105); Postal claims (39 U.S.C. 712); Medical Care Recovery Act (42 U.S.C. 2651-2653); General authority to maintain records (5 U.S.C. 301); Records management by agency heads (44 U.S.C. 3101).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

JAG Manual Investigative Records are used internally within the Department of the Navy as bases for evaluating procedures operations, material, and designs with a view to improving the efficiency and safety of the Department of the Navy; determinations concerning status of personnel regarding disability benefits, entitlements to pay during periods of disability, severance pay, retirement pay, increases of pay for longevity, survivors' benefits, and involuntary extensions of enlistments, dates of expiration of active obligated service and accrual of annual leave; determinations concerning relief of accountable personnel from liability for losses of public funds or property; determinations pertaining to disciplinary or punitive action and evaluation of petitions, grievances, and complaints; adjudication, pursuit, or defense of claims for or against the Government; and public information releases. Records of such investigations are routinely furnished to the Veterans Administration for use in determinations concerning entitlements to veterans and survivors' benefits; to Servicemen's Group Life Insurance administrators for determinations concerning payment of life insurance proceeds; to the U.S. General Accounting Office for purposes of determinations concerning relief of accountable personnel from liability for losses of public funds and related fiscal matters; to the Department of Justice for use in litigation involving the Government; to agents and authorized representatives of persons involved in the incident, for use in legal or administrative matters; to contractors for use in connection with settlement, adjudication, or defense of claims by or against the Government, and for use in design and evaluation of products, services, and systems; to agencies of the Federal, State, or local law enforcement authorities, court authorities, administrative authorities, and regulatory authorities, for use in connection with civilian and military criminal, civil, administrative, and regulatory proceedings and actions. Additionally, these records may be furnished to other components of the Department of Defense in connection with the above-stated purposes.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper documents stapled together (with real evidence, if any, attached) in paper file folders and stored in metal file cabinets, on shelves, and in cardboard boxes.

RETRIEVABILITY:

Records are filed in calendar year groupings by surname of individual, bureau number of aircraft, name of ship, hull number of unnamed watercraft, or vehicle number of Government vehicles. Incidents are topically cross-referenced.

SAFEGUARDS:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office spaces in which the file cabinets and storage devices are located are locked outside official working hours.

RETENTION AND DISPOSAL:

The records are retained permanently. All naval activities which prepare JAG Manual Investigative Records, or which are intermediate addresses, typically retain duplicate copies in local files for a two-year period.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law) Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Aexandria, Va. 22332

NOTIFICATION PROCEDURE:

Information may be obtained by written request to the system manager. The request must contain the following: (a) an adequate description of the individual about whom the record is retained (e.g., full name, date of birth, etc.); (b) the calendar year to be searched, and the approximate date of the incident which was the subject of the investigation; (c) a signed and notarized statement of the identity of the requester; (d) the present mailing address of the requester, including ZIP code; (e) the present day-time telephone number of the requester, including area code; (f) the request must be signed by the individual. No telephone inquiries will be processed.

RECORD ACCESS PROCEDURES:

Requests from individuals for access should be addressed to the system manager. The request must include a signed and notarized statement of identity. Personal visits may be made to: Office of the Judge Advocate General (code 21) Investigations Division Room 8s23 Hoffman Bldg II 200 Stovall Street Alexandria, Va 22332

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Records of JAG Manual Investigations are compilations of evidence, information, and data concerning the circumstances of incidents, accidents, events, transactions, and situations, prepared by administrative fact-finding bodies for utilization by proper authorities in making determinations, decisions, or evaluations relating to the matters under investigation. Records may contain: (1) testimony or statements of individuals who are parties to the investigations, witnesses, and others having pertinent knowledge concerning matters under investigation; (2) documentary evidence, typically including records and reports of military or Federal, State, or foreign, civilian law-enforcement investigative, judicial, or corrections authorities; medical records and reports, investigations and accident and injury reports prepared by Federal, State, or foreign governmental agencies or other organizations or persons; court records and other public records; official logs and other official naval records; letters and correspondence; personnel, pay, and medical records; financial records, receipts, and cost estimates; publications, and other pertinent documents and writings; (3) pertinent real evidence; and (4) pertinent demonstrative evidence.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05861-1

SYSTEM NAME:

Private Relief Legislation

SYSTEM LOCATION:

Office of Legislative Affairs
Department of the Navy
Pentagon, Room 5C831
Washington, D.C. 20350

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals concerning whom private legislation is introduced in the U.S. Congress.

CATEGORIES OF RECORDS IN THE SYSTEM:

Letters to Congressional Committees, expressing the views of the department concerning the legislation and records necessary to prepare the letters.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

File maintained to prepare for Congress the position of the department concerning the legislation. Routine disclosures are made to Congress; interested Navy, Marine Corps and DOD Components; OMB; and other interested executive agencies.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders

RETRIEVABILITY:

Name

SAFEGUARDS:

Access generally limited to personnel of the Office of Legislative Affairs. Stored in a locked office.

RETENTION AND DISPOSAL:

Retained for at least 6 years or as long as the legislation is active if more than 6 years and then moved to Federal Records Center, GSA Accession Section, Washington, D.C. 20409

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Legislative Affairs
Department of the Navy
Pentagon, Room 5C831
Washington, D.C. 20350

NOTIFICATION PROCEDURE:

System Manager; Full name, term and session of Congress when bill introduced, bill number, sponsor of bill (if available); Office of Legislative Affairs, Department of the Navy, Pentagon, Washington, D.C. Driver's license or similar substitute.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Member of Congress; individual about whom file is maintained and individuals from whom he solicits information; other Navy, Marine Corps, and DOD components; OMB; and other interested executive agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05870-1

SYSTEM NAME:

Patent, Invention, Trademark, Copyright and Royalty Files

SYSTEM LOCATION:

Office of Naval Research, 800 North Quincy Street, Arlington, VA, 22217

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Inventors and patent owners of inventions in which Government has an interest or which Department of the Navy has evaluated; copyright owners of works in which Government has an interest; and claimants or parties in administrative proceedings or litigation with the Government involving patents, copyrights or trademarks.

CATEGORIES OF RECORDS IN THE SYSTEM:

Invention disclosures; disposition of rights in inventions of Government employees; patent applications and patented files; patent licenses and assignments; patent secrecy orders; copyright licenses and assignments; patent and copyright royalty matters; administrative claims and litigation with the Government involving patents, copyrights and trademarks including private relief legislation involving these matters; and documents and correspondence relating to the foregoing.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 5151

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by Navy patent personnel to determine rights of the Government and employees in employee inventions; to file and prosecute patent applications; to publish invention disclosures for public information and defensive purposes; to provide evidence and record of Government interest in or under patents or applications for patents; to provide evidence and record of patent and copyright licensing and assignment; to determine action or recommended action regarding disposition of claims or litigation; and to recommend Government employee incentive awards. Used by other Navy/Marine Corps commands to determine Government interest in inventions; to permit utilization of inventions; and to support employee incentive awards. Used by U.S. Patent and Trademark Office to determine respective rights of the Government and employee-inventors; by the Commissioner of Patents and Trademarks, as well as Navy patent personnel, to administer Patent Secrecy responsibilities; by Federal Council for Science and Technology as a source of statistical data for an annual report on Government patent policy; by the General Accounting Office to conduct audits and perform other statutory functions. Information is transmitted to the U.S. Patent and Trademark Office and appropriate foreign government offices for prosecution of patent applications; the U.S. Patent and Trademark Office and the U.S. Copyright Office to evidence legal interests in patent and copyright licenses and assignments; the National Technical Information Service for publication of inventions available for licensing; non-governmental personnel (including contractors and prospective contractors) having an identified interest in particular inventions and Government rights therein, in infringement of particular patents or copyrights, or in allowance of royalties on contracts; and the Congress in the form of reports on particular bills for private relief and reports of action on Congressional and constituent requests. Government agencies involved in claims or litigation, including the Department of Justice, have access to prosecute and defend cases. All Government agencies have access to license records. Parties involved in particular licensing arrangements have access to specific files involved.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and card files.

RETRIEVABILITY:

Subject matter; Navy patent case number; name of inventor, patentee, copyright owner, claimant or correspondent.

SAFEGUARDS:

Maintained in safes and file cabinets in controlled spaces accessible only by authorized personnel who are properly instructed in the permissible use of the information.

RETENTION AND DISPOSAL:

Maintained indefinitely but records are transferred to Federal Records Center two years after completed action on case to which record relates.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Chief for Patents, Code 300, Office of Naval Research, Arlington, VA, 22217

NOTIFICATION PROCEDURE:

Direct information requests to system manager.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information obtained from individual inventor, patent or copyright owner, claimant, licensor or licensee, or from U.S. Patent and Trademark Office, or from U.S. Copyright Office. Information on Government employee-inventors or copyright owners may be obtained from Government personnel records and from Government supervisors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N05880-1

SYSTEM NAME:

Federal Tort Claims Files

SYSTEM LOCATION:

Office of the Judge Advocate General, Offices of the Commandants of the Naval Districts, Naval Legal Service Offices, all overseas commands with a Navy Judge Advocate General Corps Officer or a Marine Corps judge advocate attached, and the Federal Records Center, Suitland, Maryland. Local commands with which claims under the Federal Tort Claims Act are initially filed typically retain copies of such claims and accompanying files. Official mailing addresses of these locations are included in the Department of Defense Directory in the appendix to this notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individuals who have filed claims against the Navy under the Federal Tort Claims Act.

CATEGORIES OF RECORDS IN THE SYSTEM:

The files may contain claims filed, correspondence, investigative reports, accident reports, medical and dental records, x-rays, allied reports (such as local police investigations, etc.), photographs drawings, legal memoranda, opinions of experts, and court documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Tort Claims Act (28 U.S.C. 1346(b), 2671-2680); 32 C.F.R. 750.30-750.49; 5 U.S.C. 301; 44 U.S.C. 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The files are used to evaluate claims for purposes of adjudication and litigation. The files are used by contractors in those cases in which they indemnify the United States. The files are provided to the Department of Justice to defend suits brought against the United States and may be furnished to other components of the Department of Defense. The files or portions thereof may be furnished to the claimant or his authorized representative, and for those claims for which payment is determined proper, the files or portions thereof may be provided to the Congress, the Department of Treasury, the Office of Management and Budget, and the General Accounting Office.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders stored in file cabinets or other storage devices.

RETRIEVABILITY:

Filed alphabetically by name of claimant.

SAFEGUARDS:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Minimum-one year; maximum-permanent; typically files located in the Office of the Judge Advocate General are transferred to the Federal Records Center, Suitland, Maryland, three years after disposition of the case.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General Department of the Navy, 200 Stovall St., Alexandria, Va., 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the System Manager. Written requests for access should contain the full name of the individual, current address and telephone number, and the serial code of any prior correspondence received from this office pertaining to the request. For personal visits, the individual should be able to provide some acceptable identification, e.g. driver's license, etc., and give some verbal information that could be verified in the file.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

The sources of information contained in the files include the following: x-rays and medical and dental records from civilian and military doctors and medical facilities; investigative reports of accidents from military and municipal police agencies; reports of circumstances of incidents from operators of Government vehicles and equipment; witnesses; correspondence from claimants and their attorneys and insurance companies, state insurance commissions, United States Attorneys, and various other Government agencies with information concerning the claim.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N05880-2

SYSTEM NAME:

Admiralty Claims Files

SYSTEM LOCATION:

Office of the Judge Advocate General; Office of the Commander-in-Chief, United States Naval Forces, Europe; Office of the Commander, Sixth Fleet; and the Federal Records Center, Suitland, Maryland. Local commands with which claims under the Public Vessels Act and the Suits in Admiralty Act are initially filed, typically retain copies of such claims and accompanying files. Official mailing addresses of these locations are included in the Department of the Navy directory of mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals who have asserted claims or instituted suits under the Public Vessels Act and Suits in Admiralty Act against the Department of the Navy in the name of the United States and all individuals who have instituted suits against third parties who have impleaded the Department of the Navy in the name of the United States.

CATEGORIES OF RECORDS IN THE SYSTEM:

The files may contain claims filed, correspondence, investigative reports, accident reports, medical and dental records, x-rays, allied reports (such as local police investigations, etc.), photographs, drawings, legal memoranda, opinions of experts, and court documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Admiralty Claims Act (10 U.S.C. 7622); 5 U.S.C. 301; 44 U.S.C. 3101

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Department of the Navy use these files in the performance of their official duties related to the administrative evaluation and settlement of admiralty claims asserted against the Navy. Additionally, these files are provided to the Department of Justice to defend civil maritime suits brought against the United States. Finally, these files may be furnished to other components of the Department of Defense.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders stored in file cabinets or other storage devices

RETRIEVABILITY:

Filed alphabetically by name of claimant

SAFEGUARDS:

Files are maintained in file cabinets or other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside of official working hours.

RETENTION AND DISPOSAL:

Records are retained in active files until each claim is settled or litigation resulting therefrom has been concluded. Thereafter, the files are maintained within the office for two years and then retired to the Federal Records Center, Suitland, Maryland.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the system manager. Written requests for access should contain the full name of the individual, current address and telephone number, and the serial code of any prior correspondence received from this office pertaining to the request. For personal visits, the individual should be able to provide some acceptable identification, e.g., driver's license, etc., and give some verbal information that could be verified in the file.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

The sources of information contained in the files include the following: x-rays, medical and dental records from civilian and military doctors and medical facilities; investigative reports; witnesses; and correspondence from claimants and their representatives.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05890-1

SYSTEM NAME:

Automated Claims Information System (ACIS)

SYSTEM LOCATION:

Office of the Judge Advocate General, Department of the Navy, 200 Stovall Street, Alexandria, Va 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals who have filed claims against the Department of the Navy under the Federal Tort Claims Act, the Foreign Claims Act, Military Claims Act, the 'Nonscope' Claims Act, Legislative Reorganization Act, or Military and Civilian Employees' Claims Act. All individuals who have filed claims with the U.S. Postal Service for loss or damage to mailed matter, and which claims have been paid by the U.S. Postal Service and thereafter forwarded for reimbursement by the Department of the Navy pursuant to 39 U.S.C. 712. All individuals who have asserted claims or instituted suits under the Public Vessels Act and Suits in Admiralty Act against the Department of the Navy in the name of the United States and all individuals who have instituted suits against third parties who have impleaded the Department of the Navy in the name of the United States. All individuals against whom the Navy has claims sounding in tort, and all individuals who are in the military or are dependents of military members and have been provided medical care by a Naval medical facility for injuries resulting from such tortious conduct. All common carriers against whom recovery has been sought by the Department of the Navy.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, social security number, office processing the claim, dollar amount of claim, dollar amount paid, type of claim, type of property damage, type of personal injury, date of incident that caused the claim, date the claim was presented to the Navy, date payment was made or claim was closed, amount claimed against individual, amount received from individual, location of incident, and government bill of lading (if applicable).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Tort Claims Act (28 U.S.C. 1346(b), 2671-2680); 32 CFR 750.30-750.49; Medical Care Recovery Act(42 U.S.C. 2651-53); Federal Claims Collection Act (31 U.S.C. 951-53); 32 CFR 757.1-757.21; Foreign Claims Act (10 U.S.C. 2734); 32 CFR 753.1-753.29; Military Claims Act (10 U.S.C. 2733); 32 CFR 750.50-750.59; 'Nonscope' Claims Act (10 U.S.C. 2737); 32CFR 750.60-750.69; Military and Civilian Employees Claims Act (31 U.S.C. 240-243); 32 CFR 751.0-751.3; Legislative Reorganization Act (10 U.S.C. 1552); Admiralty Claims Act (10 U.S.C. 7622); 39 U.S.C. 712; 5 U.S.C. 30; 5 U.S.C. 301; 44 U.S.C. 3101; and 31 U.S.C. 231.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The officials and employees of the Department of the Navy in the performance of their official duties related to monitoring the current status of the Navy claims program. The officials and employees of the Military Traffic Management Command in the performance of their official duties related to the management of the Department of Defense personal property movement and storage program. The system will be used to report contingent liability to the government accounting office to satisfy requirements of the GAO Policy and Procedures Manual. The cognizant U.S. Attorney and/or officials and employees of the Department of Justice who are charged with responsibility for either initiating civil actions or defending civil actions arising under the aforementioned claims statutes, and for prosecuting civil or criminal cases under the False Claims Act (31 U.S.C. 231).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained on magnetic disk, magnetic tape, and hard copy forms.

RETRIEVABILITY:

ACIS users obtain information by means of either a query or a request for a standard report. Data may be indexed by any data item although the primary search keys are the name or social security number.

SAFEGUARDS:

Access to building is protected by uniformed guards requiring positive identification for admission after hours. The system is protected by the following software features; user account number and password sign-on, data base authority, set and item authority for list, add, delete and update.

RETENTION AND DISPOSAL:

An individual's record is retained on disk and will be available for on-line access for three years after the close of the individual's claim. The record will be transferred to magnetic tape after three years and will be utilized in a batch processing mode. After ten years, the record will be erased from the tape.

SYSTEM MANAGER(S) AND ADDRESS:

Head, Claims Defense Program, Office of the Judge Advocate General, Department of the Navy, 200 Stovall Street, Alexandria, Va 22332.

NOTIFICATION PROCEDURE:

Information should be obtained from the System MANAGER. Requesting individual should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information in this system comes from the individual to whom it applies and from offices processing claims.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05890-2

SYSTEM NAME:

Affirmative Claims Files

SYSTEM LOCATION:

Office of the Judge Advocate General, Offices of the Commandants of the Naval districts; Naval Legal Service Offices, and Branch Offices of the Officers in Charge of U.S. Sending State Offices; overseas commands with a Navy or Marine Corps judge advocate attached; the Federal Records Center, Suitland, Maryland; and such other offices of officers as may be designated by the Judge Advocate General. Official mailing addresses of these locations are included in the Department of Defense Directory in the appendix of this notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals against whom the Navy has claims sounding in tort, and all individuals who are in the military or are dependents of military members and have been provided medical care by a Naval medical facility for injuries resulting from such tortious conduct.

CATEGORIES OF RECORDS IN THE SYSTEM:

The files contain reports of injuries to individuals entitled to care at Navy expense, reports of damage to Navy property, x-rays, medical and dental records of treatment, and statements of charges therefor, military and municipal police and individual's reports of accidents, investigative reports, correspondence, legal research, and opinions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Medical Care Recovery Act (42 U.S.C. 2651-53); Federal Claims Collection Act (31 U.S.C. 951-53); 32 C.F.R. 757.1-757.21; 5 U.S.C. 301; 44 U.S.C. 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

These records are used to futher efforts to collect such claims without litigation, for preparing litigation reports to the Department of Justice, and for use in civil litigation by the Department of Justice. In addition, the files may be furnished to insurance companies to support claims by documenting injuries or diseases for which treatment was provided at Government expense and to civilian attorneys representing the injured parties and the Government's interests. Finally, the files may be furnished to other components of the Department of Defense.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folder stored in file cabinets or other storage device.

RETRIEVABILITY:

Filed alphabetically by name of the individual.

SAFEGUARDS:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside of official working hours.

RETENTION AND DISPOSAL:

Minimum-one year; maximum-permanent; typically files located in the Office of the Judge Advocate General are transferred to the Federal Records Center, Suitland, Maryland, three years after disposition of the case.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the System Manager. Written requests for access should contain the full name of the individual, current address and telephone number, and the serial code of any prior correspondence received from this office pertaining to the request. For personal visits, the individual should be able to provide some acceptable identification, e.g. driver's license, etc., and give some verbal information that could be verified in the file.

CONTESTING RECORD PROCEDURES:

The agency's rule for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

The sources of information contained in these files includes: military and local police reports, line of duty investigations, commercial credit and asset reports, questionnaires completed by accident victims, x-rays, medical and dental records of treatment and statements of charges therefor from civilian and military doctors and medical facilities; correspondence; and witnesses.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05890-3

SYSTEM NAME:

Foreign Claim Files

SYSTEM LOCATION:

Office of the Judge Advocate General; United States Sending State Office for Italy; United States Sending State Office for Australia; Naval Missions (including the office of the naval section of military missions); Military Assistance Advisory Groups (including the Offices of Chiefs, Naval Section, Military Assistance Advisory Groups); Office of the Naval Advisory to Argentina; naval attaches; any command which has appointed a Foreign Claims Commission; and the Federal Records Center, Suitland, Maryland. Local commands, with which claims under the Foreign Claims Act are initially filed and which do not have or choose to appoint a Foreign Claims Commission, typically retain copies of such claims and accompanying files. Official mailing addresses of these locations are included in the Department of Defense directory in the appendix to this notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals who have filed claims against the Department of the Navy under the Foreign Claims Act.

CATEGORIES OF RECORDS IN THE SYSTEM:

The files may contain claims filed, correspondence, investigative reports, accident reports, medical and dental records, x-rays, allied reports (such as foreign police investigations, etc.), photographs, drawings, legal

memoranda, opinions of experts, and court documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Foreign Claims Act (10 U.S.C. 2734); 32 C.F.R. 753.1-753.29; 5 U.S.C. 301; 44 U.S.C. 3101

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The files are used to adjudicate claims and to evaluate and decide reconsiderations of denials of claims. The files may be furnished to other components of the Department of Defense and the Department of Justice to defend unauthorized suits brought against the United States under the Foreign Claims Act. In addition, the files or portions thereof may be furnished to the claimant or his authorized representative. For those claims for which payment is determined proper, the files or portions thereof may be provided to Congress, the Department of Treasury, the Office of Management and Budget, and the General Accounting Office.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders stored in file cabinets or other storage devices.

RETRIEVABILITY:

Filed alphabetically by name of claimant.

SAFEGUARDS:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Minimum-one year; maximum-permanent; typically files located in the Office of the Judge Advocate General are transferred to the Federal Records Center, Suitland, Maryland, three years after disposition cf the case.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va., 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the System Manager. Written requests for access should contain the full name of the individual, current address and telephone number, and the serial code of any prior correspondence received from this office pertaining to the request. For personal visits, the individual should be able to provide some acceptable identification, e.g. driver's license, etc., and give some verbal information that could be verified in the file.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

The sources of information contained in the files includes: x-rays, medical records, and dental records; investigative reports from military and foreign police agencies; reports of circumstances of incidents from operators of Government vehicles and equipment; witnesses; correspondence from claimants, their attorneys, and insurance companies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05890-4

SYSTEM NAME:

Military Claims Files

SYSTEM LOCATION:

Office of the Judge Advocate General, Offices of the Commandants of the Naval Districts, Naval Legal Service Offices and Branch Offices, overseas commands with a Navy or Marine Corps judge advocate attached, and the Federal Records Center, Suitland, Maryland. Local commands, with which claims under the Military Claims Act are initially filed, typically retain copies of such claims and accompanying files. Official mailing addresses of these locations are included in the Department of Defense directory in the appendix of this notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals who have filed claims under the Military Claims Act against the Department of the Navy.

CATEGORIES OF RECORDS IN THE SYSTEM:

The files may contain claims filed, correspondence, investigative reports, accident reports, medical and dental records, x-rays, allied reports (such as local police investigations, etc.), photographs, drawings, legal memoranda, opinions of experts, and court documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Military Claims Act (10 U.S.C. 2733); 32 C.F.R. 750.50-750.59; 5 U.S.C. 301; 44 U.S.C. 3101

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The files are used to evaluate claims for purposes of adjudication. The files are also used by contractors in those cases in which they indemnify the Government. The files may be furnished to other components of the Department of Defense, and to the Department of Justice to defend unauthorized suits brought against the United States under the military claims act. Additionally, the files or portions thereof may be furnished to the claimant or his authorized representative. For those claims for which payment is determined proper, the files or portions thereof may be provided to the Congress, the Department of Treasury, the Office of Management and Budget, and the General Accounting Office.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders stored in file cabinets or other storage devices

RETRIEVABILITY:

Filed alphabetically by name of claimant

SAFEGUARDS:

Files are maintained in file cabinets or other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Minimum-one year; maximum-permanent; typically files located in the Office of the Judge Advocate General are transferred to the Federal Records Center, Suitland, Maryland, three years after disposition of the case.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (civil law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the system manager. Written requests for access should contain the full name of the individual, current address and telephone number, and the serial code of any prior correspondence received from this office pertaining to the request. For personal visits, the individual should be able to provide some acceptable identification, e.g. driver's license, etc., and give some verbal information that could be verified in the file.

CONTESTING RECORD PROCEDURES:

The agency's rule for contesting contents and appealing initial determinations may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

The sources of information contained in the files include the following: x-rays, medical and dental records from civilian and military doctors and medical facilities; investigative reports of accidents from military and municipal police agencies; reports of circumstances of incidents from operators of Government vehicles and equipment; witnesses; correspondence from claimants, their attorneys, insurance companies, state commissions, United States Attorneys, and various other Government agencies with information concerning the claim.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N05890-5

SYSTEM NAME:

Nonscope Claims Files

SYSTEM LOCATION:

Office of the Judge Advocate General, Naval Legal Service Offices, and Branch Offices, overseas commands with a Navy or Marine Corps judge advocate attached, and the Federal Records Center, Suitland, Maryland. Local commands, with which claims under the 'Nonscope' Claims Act are initially filed, typically retain copies of such claims and accompanying files. Official mailing addresses of these locations are included in the Department of Navy directory of mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals who have filed claims under the 'Nonscope' Claims Act against the Department of the Navy.

CATEGORIES OF RECORDS IN THE SYSTEM:

The files may contain claims filed, correspondence, investigative reports, accident reports, medical and dental records, x-rays, allied reports, photographs, drawings, opinions of experts, legal memoranda, and court documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

'Nonscope' Claims Act (10 U.S.C. 2737); 32 C.F.R. 750.60-750.69; 5 U.S.C. 301; 44 U.S.C. 3101

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The files are used to evaluate claims for purposes of adjudication. The files are provided to the Department of Justice to defend unauthorized suits brought against the United States under the 'Nonscope' Claims Act. In addition, files or portions thereof may be furnished to the claimant or his authorized representative and to other components of the Department of Defense.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders stored in file cabinets or other storage devices

RETRIEVABILITY:

Filed alphabetically by name of claimant

SAFEGUARDS:

Files are maintained in file cabinets or other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Minimum-one year; maximum-permanent; typically files located in the Office of the Judge Advocate General are transferred to the Federal Records Center, Suitland, Maryland, three years after disposition of the case.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the system manager. Written requests for access should contain the full name of the individual, current address and telephone number, and the serial code of any prior correspondence received from this office pertaining to the request. For personal visits, the individual should be able to provide some acceptable identification, e.g. driver's license, etc., and give some verbal information that could be verified in the file.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

The sources of information contained in the files include the following: x-rays, medical and dental records from civilian and military doctors and medical facilities; investigative reports of accidents from military and municipal police agencies; reports of circumstances of incidents from operators of Government vehicles; witnesses; correspondence from claimants, their attorneys, insurance companies, state insurance commissions, United States Attorneys, and various other Government agencies with information concerning the claim; commercial credit and asset reports; and questionnaires completed by accident victims.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05890-6

SYSTEM NAME:

Military Personnel and Civilian Employees' Claims

SYSTEM LOCATION:

Offices of the Judge Advocate General; Naval Legal Service Offices;

offices of the Commandants of the Naval Districts; Naval Legal Service Branch Offices; the Federal Records Center, Suitland, Maryland; naval activities where there are officers specifically designated by the Judge Advocate General to adjudicate personnel claims. Official mailing addresses of these locations are included in the Department of the Navy Directory of mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals who have filed claims against the Department of the Navy under the Military Personnel and Civilian Employees' Claims Act and all common carriers against whom recovery has been sought by the Department of the Navy.

CATEGORIES OF RECORDS IN THE SYSTEM:

The files may contain claims filed, correspondence, investigative reports, copies of order, copies of insurance policies, Government bills of lading, copies of Powers of Attorney, estimates of loss or damage, inventories, demands on carriers for reimbursement, correspondence, and legal memoranda.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Military Personnel and Civilian Employees' Claims Act (31 U.S.C. 240-243); 32 C.F.R. 751.0-751.30; 5 U.S.C. 301; 44 U.S.C. 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The files are used to evaluate claims for purposes of adjudication, reimbursement for the Department of the Navy from common carriers, warehousemen, contractors, or insurers who are responsible for loss or damage to personal property of individual claimants. Additionally, the files are provided to the Department of Justice to defend unauthorized suits against the United States under the Military Personnel and Civilian Employees' Claims Act. Finally, the files may be furnished to the claimant or his authorized representative and to other components of the Department of Defense.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders stored in file cabinets or other storage devices.

RETRIEVABILITY:

Filed alphabetically by name of claimant and name of common carrier, warehousemen, contractors, and insurers.

SAFEGUARDS:

Files are maintained in file cabinets or other storage devices under the control of authorized personnel during working hours; the office space in which file cabinets and storage devices are located is locked outside of working hours.

RETENTION AND DISPOSAL:

Minimum-one year; maximum-permanent; typically Files located in the Office of the Judge Advocate General are transferred to the Federal Records Center, Suitland, Maryland three years after disposition of the case.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by requesting individual.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the system manager. Written requests for access should contain the full name of the individual, current address and telephone number, and the serial code of any prior correspondence received from this office pertaining to the request. For personal visits, the individual should be able to provide some acceptable identification, e.g. driver's license, etc., and give some verbal information that could be verified in the file.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information contained in the file is initially provided by the claimant and witnesses, after which the personal property divisions contribute investigative reports. The carrier may contribute information, and in some cases an investigative report is furnished by a military member's command or by an investigative agency. Adjudicated amounts allowed for the claim are provided by the adjudicating authority.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05890-7

SYSTEM NAME:

U.S. Postal Service Indemnity Claims Files

SYSTEM LOCATION:

Office of the Judge Advocate General (code 15), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332 and the Federal Records Center, Suitland, Md. 20409

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All persons who have filed claims with the U. S. Postal Service for loss or damage to mailed matter, and which claims have been paid by the U. S. Postal Service and thereafter forwarded for reimbursement by the Department of the Navy pursuant to 39 U.S.C. 712.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files may contain claims, substantiating documents, Navy investigative reports (and allied reports such as U. S. Postal Service investigative reports, legal memoranda, and correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

39 U.S.C. 712; 5 U.S.C. 30; 44 U.S.C. 3101

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The files are used to evaluate requests for reimbursement by the U. S. Postal Service for payment on claims for loss or damage to mailed matter. The files may be furnished to other components of the Department of Defense and the Department of Justice.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders stored in file cabinets or other storage devices.

RETRIEVABILITY:

Filed alphabetically by name of claimant.

SAFEGUARDS:

Files are maintained in file cabinets or other storage devices under the control of authorized personnel during working

hours; the office space in which the file cabinets and storage devices are located is locked outside of working hours.

RETENTION AND DISPOSAL:

Minimum-one year; maximum-permanent; typically files located in the Office of the Judge Advocate General are transferred to the Federal Records Center, Suitland, Maryland, three years after disposition of the case.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the system manager. Requesting individuals should specify only their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by requesting individual.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the system manager. Written requests for access should contain the full name of the individual, current address, and telephone number, and the serial code of any prior correspondence received from this office pertaining to the request. For personal visits, the should be able to provide some acceptable identification, e.g. driver's license, etc., and give some verbal information that could be verified in the file.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

The information in U. S. Postal Service Indemnity Claims Files may consist of claims filed, substantiating documents, Navy investigative reports, (and allied reports such as U. S. Postal Service investigative reports), legal memoranda, and correspondence.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05890-8

SYSTEM NAME:

NAVSEA RADIATION INJURY CLAIM RECORDS

SYSTEM LOCATION:

Naval Sea Systems Command Code 08 Washington, D.C. 20362

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals employed by the Navy and Navy contractors who have alleged radiation injury from radiation exposure associated with Naval Nuclear Propulsion plants.

CATEGORIES OF RECORDS IN THE SYSTEM:

Excerpts from personnel medical records, Navy field organization and Navy contractor work histories and Navy and Labor Department correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301, Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Technical evaluation of radiation injury compensation claims by NAVSEA RADIOLOGICAL CONTROL MANAGERS.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File Folders

RETRIEVABILITY:

Alphabetical by name

SAFEGUARDS:

Locked in safe and specific permission of custodian

RETENTION AND DISPOSAL:

Indefinitely

SYSTEM MANAGER(S) AND ADDRESS:

Naval Sea Systems Command Code 08 Washington, D.C. 20362

NOTIFICATION PROCEDURE:

Contact System Manager; Provide name, organization where employed at time of alleged injury and supporting evidence.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Personnel medical records and Navy and contractor work histories.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05891-1

SYSTEM NAME:

Litigation Case File

SYSTEM LOCATION:

Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All those individuals who have brought suit against, or have been involved in litigation with the United States or its offcers or employees concerning matters related to the Department of the Navy, in the Federal Civil Court System, excepting those cases arising, in admiralty, or patent, under the Federal Tort Claims Act, and all matters under the responsibility of the General Counsel's Office.

CATEGORIES OF RECORDS IN THE SYSTEM:

All pleadings, motions, briefs, orders, decisions, memoranda, opinions, supporting documentation and related materials involved in representing the United States Navy and Marine Corps in the Federal Court System.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, 10 U.S.C. 5148, and 44 U.S.C. 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The collected information is used to defend the Department of the NAVY IN CIVIL suits filed against it in the Federal Court System. Routine users of the information, in addition to the Litigation Division, Office of the Judge Advocate General of the Navy, are the Department of Justice and the United States Attorneys offices assigned to the particular case.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Retrievable by last name of the litigant.

SAFEGUARDS:

Records are maintained in file cabinets accessible only to persons responsible for servicing the record system in performing their official duties.

RETENTION AND DISPOSAL:

Retained in office files for two years, then retired to Washington National Records Center, Washington, D.C. 20409; detroy 10 years after final action, on the case.

SYSTEM MANAGER(S) AND ADDRESS:

Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the system manager.

RECORD ACCESS PROCEDURES:

Access is not permitted to this system. See 5 U.S.C.C 552a (d) (5).

CONTESTING RECORD PROCEDURES:

The Navy's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Navy Military Personnel Records Center, St. Louise; Department of Justice, opposing counsel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N06150-1

SYSTEM NAME:

Medical Department Professional/ Technical Personnel Development

SYSTEM LOCATION:

Bureau of Medicine and Surgery, Navy Department, Washington, D.C. 20372; individual's duty station or reserve unit (mailing addresses are listed in the Navy directory in the appendix to the Component System Notice); Military Sealift Command, Navy Department, Washington, D.C. 20390; National Personnel Records Center, 9700 Page Blvd., St. Louis, Missouri 63132; National Personnel Records Center, 111 Winnebago St., St. Louis, Missouri 63118; Bureau of Medicine and Surgery managed education and training activities (mailing addresses are listed in the Navy directory in the appendix to the Component System Notice); various colleges and universities affiliated with BUMED managed education and training activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy (military and civilian) health care personnel; applicants to student status in Navy Aerospace Medicine, Navy Aerospace Physiology and Navy Aerospace Experimental Psychology; Navy (military and civilian) personnel qualified as divers or involved in other professional/specialty/technical training; Navy (military and civilian) personnel exposed to occupational/ environmental hazards; distinguished/ noted civilian physicians in capacity of lecturer/consultant.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personal and demographic data; education, training, professional, specialty, and technical accomplishments/qualifications; credentialing programs; surgical and surgical support team personnel listings; assignments history, projected rotation date, projected release from active duty date, active duty obligation, officer preference card, and variable incentive pay/continuation pay selection data; Hospital Corps education and training history and grades received, commanding officer's performance evaluation, and recommendations; periodic and total lifetime accumulated exposure to occupational/environmental hazards; curricula vitae of civilian consultants.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U.S.C.; 5 U.S.C. 301; Title 10, CFR Part 20, Standards for Protection Against Radiation.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Military and civilian employees of BUMED and BUMED managed education and training and command activities in the performance of their official duties related to procurement, assignments, professional/specialty/ technical training, credentialing, promotion, and all other aspects of health care personnel management; career development; evaluation of candidates for position of lecturer/ consultant; mobilization, planning, and verfication of reserve service; surgical team contingency planning; management of physical standards; maintenance of safe occupational/environmental protection standards; and to maintain information of adverse actions or revocations of health care providers' clinical credentials for dissemination to the various federal and state licensure boards, professional regulating bodies, and appropriate military and civilian organizations and activities.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records stored on disc, tape, punched cards, and machine listings. Manual records stored in card files and folders in filing cabinets.

RETRIEVABILITY:

Manual records retrieved by full name, SSN, file numbers, program title or locator card. Automated records retrieved by key to any data field.

SAFEGUARDS:

Records maintained in monitored or controlled access rooms or areas; public access to the records is not permitted; computer hardware is located in supervised areas; access is controlled by password or other user code system; utilization reviews ensure that the system is not violated. Access is restricted to personnel having a need for the record in the performance of their duties. Buildings/rooms locked outside regular working hours.

RETENTION AND DISPOSAL:

Medical Department personnel professional development and training records; Headquarters, BUMED records-retained at BUMED for duration of member's service, then retired to NPRC St. Louis for 10 year retention; BUMED field activities-retained 5 years, then destroyed.

Radiation exposure records; personnel exceeding exposure limits-retained at BUMED 50 years, then destroyed; all others-retained 5 years, then destroyed.

Surgical support team records; Headquarters, BUMED-destroyed upon termination of active duty service; BUMED field activities-destroyed upon termination of duty at the Medical Department facility.

Curricula vitae of lecturers/ consultants-destroyed upon termination of status at the Medical Department facility.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Bureau of Medicine and Surgery, Navy Department, Washington, D.C. 20372; Director, National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 63132; Director, National Personnel Records Center, 111 Winnebago Street, St. Louis, Missouri 63118; commanding officers of naval activities, ships and stations.

NOTIFICATION PROCEDURE:

Offices where requester may visit to obtain information of records pertaining

to the individual: Potomac Annex, 23rd and E Street, N.W., Washington, D.C.; Navy medical centers and hospitals; other Navy health care facilities; and BUMED managed education and training facilities.

The individual should present proof of identification such as an I.D. card, drivers license, or other type of identification bearing signature and photograph.

Written requests may be addressed as follows:

Active duty Navy members or civilian employees presently working for the Navy should address requests to the commanding officer of the facility or ship where they are stationed or employed. Mailing addresses are in the Department of Defense directory in the appendix to the Component's Systems Notices.

Former members of the Navy should address requests to Director, National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 63132.

Former civilian employees of the navy should address requests to Director, National Personnel Records Center, 111 Winnebago Street, St. Louis, Mo. 63118.

All written requests should contain full name, rank, SSN, file number (if any), and designator.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the systems manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting and appealing initial determinations by the individual concerned may be obtained from the systems manager.

RECORD SOURCE CATEGORIES:

Military Headquarters, offices and commands; education institutions at training hospitals; boards, colleges and associations of professional licensure and medical specialties; personnel records; information submitted by the individual; automated system interface.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N06150-2

SYSTEM NAME:

Health Care Treatment Record System

SYSTEM LOCATION:

Service medical (health and dental) records for active duty and reserve, Navy and Marine Corps Personnel. Retained at the individual's duty station or reserve unit. (Mailing addresses are listed in the Navy Directory in the appendix in the component system notice.) Bureau of Naval Personnel, Navy Department Washington, DC; Naval Reserve Personnel Center, 4400 Dauphine Street, New Orleans, Lousiana 70149; Headquarters Marine Corps, Navy Department, Washington, DC 20380; Marine Corps Reserve Forces Administrative Activity, Class III, 1500 E. Bannister Road, Kansas City, Missouri 64131; National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 63132. Inpatient treatment records for active duty military, dependents, retired military and dependents, civilian employees, VA beneficiaries and humanitarian. Naval Regional Medical Centers and Naval Hospitals; National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 63132. Outpatient treatment records for dependents of active duty military, retired military and their dependents, civilian employees, VA beneficiaries and humanitarian. Naval Regional Medical Centers and Naval Hospitals, and Clinics (Dispensaries); National Personnel Records Center, 111 Winnebago Street, St. Louis, Missouri 63118; National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 63132. Subsidiary record files of the health care treatment record system are located at Naval Medical Data Services Center, Bethesda, Maryland; Regional Data Service Centers; Naval Environmental Health Center, Norfolk, Virginia; and other approved locations for conducting research studies.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy, Marine Corps, other military personnel, dependents, retired military personnel and dependents, civilian employees, VA beneficiaries and humanitarian.

CATEGORIES OF RECORDS IN THE SYSTEM:

Service medical (health and dental) records for active duty and reserve, Navy and Marine Corps: system is made up of records pertaining to the member or former member's medical history; physical, dental and mental examinations; consultation; innoculations; outpatient treatment, including laboratory and x-ray reports; report of medical boards; summaries of periods of hospitalization, dental evaluation and treatment, reports of exposure to environmental and radiation hazards, results of special diagnostics and clinical studies; recommendations regarding requests for waivers of established physical standards.

Inpatient and outpatient treatment records: file contains a multiplicity of prescribed forms documenting health evaluations, medical/dental care and treatment for any health or medical condition or problem provided an eligible individual on an outpatient and/or inpatient status. The records contain history and physical examinations or health evaluation, reports of exposure to ionizing radiation, consultation reports and medical care and treatment provided, including procedures utilized such as surgery, drugs, dietary, x-ray laboratory, nursing notes, physical therapy and other specialty care applicable to the medical diagnosis or conditions found. The records also contain patients demographic data, family health history data, length of inpatient stay, disease nomenclature, discharge summary of inpatient care. Documentation of health history, diagnosis, care and treatment provided and the recording thereof conform with the standards prescribed by the joint commission on accreditation of hospital. In addition to, and based on individual medical record files, there are subsidiary records such as registers of patients; patient health care, medical board and death statistics; environmental health data; operating room schedules, tumor registers; appointment registers; sick call and treatment logs; x-ray files; laboratory files and logs; pharmacy records; EKG's; EEG's; neuropsychiatric evaluations; physical therapy records; other patient evaluation records, etc.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 5131 (as amended), 10 USC 5132, 44 USC 3101, 5 USC 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Department of the Navy (and members of the National Red Cross in Navy Health Care Facilities) in the performance of their official duties relating to the health and medical treatment of those categories of individuals covered by this record system; determining physical qualifications and suitability of candidates for various programs; personnel assignment; adjudicating claims and appeals before the council of personnel boards, and the Board for Correction of Naval Records; rendering opinions regarding members' physical fitness for continued naval service; litigation involving medical care provided those categories of individuals

covered by this record system; performance of research studies and compilation of statistical data; implementing preventive medicine, dentistry, and communicable disease control programs. Officials and employees of other components of the Department of Defense in the performance of their official duties relating to determining the physical qualifications of applicants; in providing medical care to those categories of individual covered by this record system; and in the conduct of analyses and research studies.

Officials and employees of the Veterans Administration in the performance of their official duties relating to the adjudication of veterans claims and in providing medical care to members of the Naval Service. The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the executive branch agencies.

Officials and employees of other departments and agencies of the Executive Branch of Government upon request in the performance of their official duties related to review of the physical qualifications and medical history of applicants and employees who are covered by this record system and for the conduct of research studies. Private organizations (including education institution) and individuals for authorized health research in the interest of the Federal Government and the public. When not considered mandatory, patient identification data shall be eliminated from records used for research studies. Parent activities releasing such records shall maintain a list of all such research organizations and records released thereto.

Officials and employees of the National Research Council in cooperative studies of the National History of Disease; of prognosis and of epidemiology. Each study in which the records of members and former members of the Naval Service are used must be approved by the Surgeon General of the Navy.

Officials and employees of local and state governments and agencies in the performance of their official duties pursuant to the laws and regulations governing and local control of communicable diseases, preventive medicine and safety programs, child abuse and other public health and welfare programs. Authorized surveying bodies for professional certification and accreditations.

When required by federal statute, by executive order, or by treaty, medical record information will be disclosed to the individual, organization, or government agency, as necessary. Drug/Alcohol and Family Advocacy Information maintained in connection with Abuse Prevention Programs shall be disclosed only in accordance with the applicable statues, 21 U.S.C. 1175, 42 U.S.C. 4582, and 5 U.S.C. 552.

Records will not be further released by routine users with prior approval of the SYSMANAGER.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Service medical (health and dental) records for active duty and reserve, Navy and Marine Corps:

Records are stored in file folders, microform, on magnetic tape, punched cards, machine listings, discs, and other computerized or machine readable media.

Inpatient and outpatient treament records. These records originate at any Navy Medical Treatment Facility where the individual comes for medical care and treatment. The inpatient treatment records are retained for 2 years from date of last treatment at the activity and then sent to the National Personnel Records Center, St. Louis, Missouri. Outpatient treatment records are transferred for continuity of care and treatment to other medical activities upon change of station by the service member. Outpatient files, upon 2 years from date of last treatment are transferred to the National Personnel Records Center.

Inpatient and outpatient treatment records are maintained in mechanized lists, file folders, microform, and on magnetic tape, discs, punched cards, and other computerized or machine readable media. Inpatient treatment records are filed numerically by hospital register numbers. The alphabetical patient register serves as the locator media. Outpatient treatment records are filed by the Military Member's SSN with an alphabetical card or mechanized list or other record as the locator media. Medical x-rays are filed by a sequential numbering system in manual or mechanized format with an alphabetical name locator.

RETRIEVABILITY:

Service medical (health and dental) records for active duty and reserve, Navy and Marine Corps Members.

Records retired to the National Personnel Records Center, St. Louis, Missouri, prior to 1971 are retrieved by name and service or file number. After that date, records are retrieved by name and social security number. Records retired to the National Personnel Records Center, St. Louis, Missouri prior to 1971 are retrieved by name and service or file number, after that date records are retrieved by name and social security number.

Inpatient and outpatient treatment records.

Records are retrieved by manual or automated locator media (alpha name cards, logs, listings, tapes, etc.).

SAFEGUARDS:

Records are maintained in various kinds of filing equipment in specific monitored or controlled access rooms or areas; public access is not permitted. Computer terminals are located in supervised areas; access is controlled by password or other user code system; utilization reviews ensure that the system is not violated. Access is restricted to personnel having a need for the record in providing further medical care or in support of administrative/clerical functions. Records are controlled by a charge-out system to clinical and other authorized personnel.

RETENTION AND DISPOSAL:

Health care treatment records are retained, retired, and disposed of in accordance with SECNAVINST 5212.5 series, disposal of Navy and Marine Corps Records.

SYSTEM MANAGER(S) AND ADDRESS:

Service medical (health and dental) records for active duty and reserve, Navy and Marine Corps: Chief, Bureau of Medicine and Surgery, Navy Department, Washington, D.C. 20372; Commanding Officers, Naval Activities, Ships, and Stations, Director, National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 64131.

Inpatient and outpatient treatment records: Chief, Bureau of Medicine and Surgery, Navy Department, Washington, D.C. 20372; Commanding Officer, Naval Medical Centers and Hospitals or activities having Clinics; Director, National Personnel Records Center, St. Louis, Missouri 63118.

NOTIFICATION PROCEDURE:

Service medical (health and dental) records for active duty and reserve; Navy and Marine Corps Members;

Requests for information from active duty Navy and Marine Corps personnel and drilling members of the Navy and Marine Corps Reserves should be addressed to the individual's commanding officer. Official mailing

addresses are in the Department of Defense Directory in the appendix to the component's system notice. Inactive Naval Reservists should address requests for information to the Naval Reserve Personnel Center, 4400 Dauphine Street, New Orleans, Louisiana 70149. Marine Reservist's should address request for information to Marine Corps Reserve Forces Administrative Activity, Class III, 1500 E. Bannister Road, Kansas City, Missouri 64131.

Former members who have no further reserve or active duty obligations should address requests for information to director, National Personnel Records Center (Navy Reference Branch), 9700 Page Boulevard, St. Louis, Missouri 63132.

All written requests should contain the full name and social security, account number of the individual, his signature, and in those cases where his period of service ended before 1971, his service or file number. In requesting records for personnel who served before 1964, information provided to the National Personnel Records Center should also include date and place of birth and dates of periods of active Naval service. Active duty Navy and Marine Corps personnel including drilling members of the reserves may visit the medical department of the activity to which attached. Inactive Naval Reservists whose tour of active duty ended after 1 July 1972 may visit the Naval Reserve Personnel Center, 4400 Dauphine Street, New Orleans,Louisiana. Marine Reservists whose tour of active duty ended after 1 July 1972 and who have a continual reserve obligation may visit the Marine Corps Reserve Forces Administration Activity, Class III, 1500 E. Bannister Road, Kansas City, Missouri. Former members with no further obligation and reservists whose tour of active duty ended prior to 1 July 1972 may visit the National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri. Proof of identification in the case of active duty, retired and reserve personnel will consist of the Armed Forces of the U.S. Identification Card or by other types of identification bearing picture and signature. Former members may provide drivers license or other types of identification bearing picture and signature.

Inpatient and outpatient treatment records:

(Care/treatment-within 2 years) Commanding Officer of the Naval Regional Medical Center or hospital where the individual was treated.

(More than 2 years) Director, National Personnel Records Center, 111 Winnebago Street, St. Louis, Missouri 63118 or Director, National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 63132.

Provide the following data: full name, service number, status, or SSN of sponsor, date(s) of treatment or period of hospitalization, address at time of medical treament, if known.

Office where requster may visit to obtain information of records pertaining to the individual.

Regional Medical Center or Hospital
Chief, Patient Affairs Service
Chief, Outpatient Service
Officer-in-charge other Navy Medical Facility

Full name, date and place of birth, ID card or drivers license, or other identification to sufficiently identify the individual with the medical records held by the treatment facility must be presented.

RECORD ACCESS PROCEDURES:

Sysmanager - service medical (health and dental) records for active duty and reserve, Navy and Marine Corps; requests from individuals should be addressed to Chief, Bureau of Medicine and Surgery, (Code 3111), Navy Department, Washington, DC 20372.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerning may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Reports from attending and previous physicians and other medical personnel regarding the results of physical, dental and mental examinations, treatment, evaluation, consultation, laboratory, x-ray and special studies conducted to provide health care to the individual or to determine the individuals physical and dental qualification.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N06150-3

SYSTEM NAME:

Naval Health Research Center Data File

SYSTEM LOCATION:

Naval Health Research Center, San Diego, California 92152

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy and Marine personnel on active duty since 1960 to date. Civilians taking part in Operation Deep Freeze, 1964 to date.

CATEGORIES OF RECORDS IN THE SYSTEM:

Extracts of information from official medical and personnel records as well as information dealing with biographical, attitudes, and questions relating to health patterns during active service.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Users are military and civilian research personnel of this command. Inquiries are answered from the Bureau of Medicine and Surgery and The Naval Medical Research and Development Command, as well as other medical research activities in the Department of Navy relative to the types and frequency of illnesses in Navy and Marine Corps personnel.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Principal medium is magnetic tape with file and punch card back-up as required.

RETRIEVABILITY:

Retrievability is by Social Security number or service number as appropriate for military and former military personnel. Civilians are by name only.

SAFEGUARDS:

Access to Information on magnetic tape is restricted to authorized personnel only by means of a password.

RETENTION AND DISPOSAL:

Since the information in this file is used to study longitudinal health patterns, and as a basis for comparison of changes in health patterns over long periods of time, they are most carefully maintained. As information is transferred from research forms to magnetic tape, those forms and the punch cards resulting from them are destroyed as the need for maintenance of a back-up capability no longer exists. The spaces occupied by this command are in military compounds with limited access and established security patrols.

SYSTEM MANAGER(S) AND ADDRESS:

Head, Programming Branch, Naval Health Research Center, San Diego, California 92152.

NOTIFICATION PROCEDURE:

Navy and Marine Corps personnel and former serving members must provide a social security number or service number as appropriate, give the branch of service, and years of active duty. Civilians in Operation Deep Freeze must identify themselves by full name and the year in which they wintered over.

RECORD ACCESS PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information is derived from (a) Medical Treatment Record Systems, including medical, dental, health records, inpatient treatment records and outpatient treatment records, (b) Personnel Records System and Personnel Rehabilitation Support System, (c) Enlisted Master File, (d) information provided by the members themselves on a volunteer basis in response to specific research questionnairs and forms, and (e) information provided by the members' peers and superiors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N06310-1

SYSTEM NAME:

Personal injury and illness reports on civilian and govt-service seaman employed on MSC ships

SYSTEM LOCATION:

Office of the Judge Advocate General (code 11), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Injured civilian seamen and government service seamen employed by the Military Sealift Command or its contract operators for service on board MSC ships.

CATEGORIES OF RECORDS IN THE SYSTEM:

System consists of preliminary personal injury and illness reports on civilian seamen and government service seamen employed by the Military Sealift Command or its contract operators.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Admiralty Claims Act (10 U.S.C. 7622); 5 U.S.C. 301; 44 U.S.C. 3101

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Department of the Navy in their performance of their official duties related to the administrative evaluation and settlement of subsequently submitted admiralty claims asserted against the Navy. Additionally, these reports may later be provided to the Department of Justice for defense of civil maritime Suits brought against the United States. Finally, these reports may be furnished to other components of the Department of Defense.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders stored in file cabinets

RETRIEVABILITY:

Filed by name of injured seaman listed under each particular MSC ship by date of injury.

SAFEGUARDS:

Files are maintained in file cabinets under the control of authorized personnel during working hours; the office space in which the file cabinets are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Reports are maintained in personal injury report file folders for a period of two years from the date of particular injury or illness and are, thereafter, destroyed at the local office level.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the system manager. Written requests for access should contain the full name of the individual, current address and telephone number, and the serial code of any prior correspondence received from this office pertaining to the request. For personal visits, the individual should be able to provide some acceptable identification, e.g., driver's license, etc., and give some verbal information that could be verified in the file.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing determinations may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Masters of Military Sealift Command ships; witnesses; medical and dental forms; and investigative reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N06320-1

SYSTEM NAME:

Uncollectible Accounts

SYSTEM LOCATION:

Primary System - Chief, Bureau of Medicine and Surgery, Navy Department, Washington, D. C. 20372. Decentralized Segments - Naval Hospitals and Medical Centers which provide services or perform work giving rise to such accounts receivable. (Mailing addresses are listed in the directory of Department of the Navy mailing addressesin the Appendix to the Component System Notice.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual incurring indebtedness to the United States by receiving health care treatment or examination services funded by the Navy Medical Department. Coverage also includes sponsors and other persons responsible for the debts of such persons.

CATEGORIES OF RECORDS IN THE SYSTEM:

The types of records in the system include Request for Recovery of CHAMPUS Funds (CHAMPUS Form 11); letter reports of uncollectible accounts receivable; substantiating documents such as Supplies and/or Services provided by Civilian Hospitals (DA Form 1863-1), Services and/or Supplies provided by Civilian Sources (except Hospitals) (DA Form 1863-2). Explanation of Benefits forms, physicians' and hospitals' statements of services and charges, payment receipts, admission documents, and correspondence relating to collection

attempts or attempts to ascertain eligibility status or patient category; records of payments received; records of transmittal of accounts to investigative organizations, the Department of Justice, and/or the General Accounting Office; and records suspending or terminating collection action or effecting compromise settlement agreements.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

31 USC 191-195, 227, and 952 (also known as the Federal Claims Collection Act of 1966); 10 USC 1078-179; and 37 USC 702, 705, and 1007.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information in the system is collected to facilitate the recovery of amounts owed the United States. Users of the information includes field and bureau collection agents. The information is used to determine amounts owed, methods to be employed to effect recovery, and whether or not the claim can be compromised or collection action thereon terminated or suspended. In rare and exceptional cases an account file is referred to the Navy Investigative Service Office, the Department of Justice, or the General Accounting Office. Any individual records in the system might be transferred to any component of the DOD.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and reading files. Index cards (3'x5').

RETRIEVABILITY:

Filed alphabetically by last name of debtor within the fiscal year in which indebtedness was incurred. Summary records filed by medical treatment facility.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel that are properly screened and trained.

RETENTION AND DISPOSAL:

Records are retained in active file until collection action has been completed, compromised, suspended, or terminated. They are held in inactive file until statute of limitations has run and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Bureau of Medicine and Surgery, Navy Department, Washington, D. C. 20372 and Commanding Officers of Medical Treatment Facilities under the Command of the Chief, Bureau of Medicine and Surgery.

NOTIFICATION PROCEDURE:

Information may be obtained from the Chief, Bureau of Medicine and Surgery. Requests should provide the full name of the debtor, the military or dependency status of the debtor, and the location and approximate dates of treatment or examination. The requestor may visit the Comptroller, Bureau of Medicine and Surgery, 23rd and 'E' Streets, N. W., Washington, D. C. to obtain information on whether or not the system contains records pertaining to him or her. A valid driver's license and/or military ID card will be considered adequate proof of identity.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appearling initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Medical Treatment Facilities providing services which resulted in indebtedness to the United States, OCHAMPUS Denver, U. S. Postal Service, Military Locator Services, State Departments of Motor Vehicles, any component of the DOD, the Department of Justice, the General Accounting Office, retail credit associations, financial institutions, current or previous employers, educational institutions, trade associations, automated system interfaces, local law enforcement agencies, the Department of Health, Education, and Welfare, the Internal Revenue Service, and the Civil Service Commission.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N06320-2

SYSTEM NAME:

Family Advocacy Program System

SYSTEM LOCATION:

Central Registry—Chief, Bureau of Medicine and Surgery, Navy Department, Washington, D. C. 20372. Individual Case Files -- Naval Regional Medical Centers, naval hospitals and clinics (formerly dispensaries), and duty stations of the military sponsors. (Mailing addresses of duty stations are listed in the DOD directory in the Appendix to the Component System Notice.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All beneficiaries entitled to care at Navy medical and dental facilities whose abuse or neglect is brought to the attention of appropriate authorities, and all persons suspected of abusing or neglecting such beneficiaries.

CATEGORIES OF RECORDS IN THE SYSTEM:

Medical records of suspected and confirmed cases of family member abuse or neglect, also, investigative reports, correspondence, family advocacy committee reports, follow-up and evaluative reports, and any other supportive data assembled relevant to individual family advocacy program files.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, 10 U.S.C. 5132, and 44 U.S.C. 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees duties relating to health and medical treatment of members and former members of the uniformed services, civilians, and dependents receiving medical care under Navy auspices; determining qualifications and suitability of Navy and Marine Corps personnel for various programs, duty assignments, and fitness for continued military service; and performance of research studies of compilation of statistical data.

Officials and employees of other components of the Department of Defense and other Departments and agencies and the Executive Branch of government, in the performance of their official duties relating to the coordination of family advocacy programs, medical care, and researchconcerning family member abuse and neglect.

The Attorney General of the United States or his authorized representatives, in connection with litigation or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies.

Federal, state or local government agencies when it is deemed appropriate to utilize civilian resources in the counseling and treatment of individuals or families involved in abuse or neglect or when it is deemed appropriate or necessary to refer a case to civilian authorities for civil or criminal law enforcement.

Authorized officials and employees of the National Academy of Sciences, and private organizations and individuals for authorized health research in the interest of the federal government and the public; and authorized surveying bodies for professional certification and accreditation. government and the public; and authorized surveying bodies for professional certification and accreditation.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records may be stored in file folders, microfilm, magnetic tape, punched cards, machine lists, discs, and other computerized or machine readable media.

RETRIEVABILITY:

Records are retrieved through indices and cross indices of all individuals and relevant incident data. Types of indices used include, but are not limited to: names, social security numbers, and types of incidents.

SAFEGUARDS:

Records are maintained in various kinds of filing equipment in specified monitored or controlled access rooms or areas. Public access is not permitted. Records are accessible only to authorized personnel who are properly screened and trained, and on a need-to-know basis, only.

Computer terminals are located in supervised areas, with access controlled by password or other user code system.

RETENTION AND DISPOSAL:

Family advocacy case records are maintained at the activity having cognizance of the case for a period of 5 years and are then destroyed. Central registry records are permanently retained under the control of the Bureau of Medicine and Surgery.

SYSTEM MANAGER(S) AND ADDRESS:

Central Registery -- Chief, Bureau of Medicine and Surgery, Navy Department, Washington, D.C. 20372, -- and commanding officers of medical treatment facilities under the command of the Chief, Bureau of Medicine and Surgery, where the treatment and reporting occurred.

NOTIFICATION PROCEDURE:

Informational requests should be directed to the cognizant system manager(s). Requests should contain the full name of the individual and social security number of the military or civilian sponsor or guardian, date and place of treament, and alleged reporting of incident. The requester may visit the office of the Chief, Bureau of Medicine and Surgery, 23rd and 'E' Streets, N.W., Washington, D.C. and the commading officers of the individual medical treatment facilities to obtain information on whether or not the system contains records pertaining to hime or her. Armed Forces I.D. card or other type of identification bearing the picture and signature of the requested will be considered adequate proof of identity.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Reports from physicians and othe medical department personnel regarding the results of physical, dental, mental, and other examinations, treatment, evaluation, consultation, laboratory, x-ray, and special studies; reports and information from other sources, including educational institutions, medical institutions, law enforcement agencies, public and private health and welfare agencies, and witnesses.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Part of this system may be exempt under 5 U.S.C. 552a(k) (2) and (5), as applicable. For additional information, contact the system manager(s).

N06320-3

SYSTEM NAME:

BUMED Quality Assurance/Risk Management

SYSTEM LOCATION:

Bureau of Medicine and Surgery, Navy Department, Washington, DC 20372; health care treatment facilities. (Mailing address are listed in the DOD directory in the Appendix to the Component System Notice.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Patients, staff, visitors, contractors, and other personnel who converge upon Naval medical treatment care, or health related ancillary or support services consistent with institutional purposes. Such individuals may be noted in organized review of care provided, reviews of injuries or mishaps sustained, or be governed by stipulations under which care may be rendered.

CATEGORIES OF RECORDS IN THE SYSTEM:

Incident reports; follow-up reports; letters, memos, and other correspondence or supportive statements; statistical reports; and committee minutes; and credentialing program documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Department Regulations; 10 U.S.C. 5132.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

This system will be utilized by military and civilian employees of BUMED- command activities, and Headquarters, BUMED in the performance of their official duties related to the Navy Medical Department's Quality Assurance/Risk Management Program. Records in the system will be used to review the quality and appropriateness of care provided; investigate, analyze, and report accidents, injuries, and other incidents; to identify health care providers with known or suspected problems; and to maintain information of adverse actions or revocations of health care providers' clinical credentials for dissemination to the various federal and state licensure boards, professional regulating bodies, and appropriate military and civilian organizations and facilities.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained on hard copy forms in filing cabinets.

RETRIEVABILITY:

Records are retrieved by full name of patient, SSN of sponsor, date of incident, or other alpha/numeric identifier.

SAFEGUARDS:

Files are monitored during normal working hours by authorized personnel and the room or the files are locked at all other times.

RETENTION AND DISPOSAL:

Records are retained for 3 years after the year in which created and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Bureau of Medicine and Surgery, Navy Department, Washington, DC 20372. Commanding Officers or officers in charge of Navy Medical Department health care treatment facilities. (Mailing addresses are listed in the DOD directory in the appendix to the Component System Notice.)

NOTIFICATION PROCEDURE:

Requests should be addressed to Chief, Bureau of Medicine and Surgery or commanding officers or officers in charge at the addresses indicated, above. Requests should contain the full name, SSN, and signature of the individual. The individual may also visit BUMED or the health care treatment facility. Visitors must possess proof of identification such as ID card, drivers license, or other identification showing name and a recent photograph of the individual.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Incident reports relating to patients, staff, and other personnel documenting accidents, injuries, and other incidents, together with supportive correspondence and statements including statistical displays and summaries.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N06470-1

SYSTEM NAME:

USN/USMC Nuclear Test Personnel Review Program.

SYSTEM LOCATION:

Primary Navy System exists at the Project Manager's Office, Navy Nuclear Test Personnel Review, Room 756, Commonwealth Building, 1300 Wilson Boulevard, Arlington, VA. 22209. Automated segments exist at Navy Regional Data Automation Center, Washington Navy Yard, Washington, D.C. 20374 and J. A. Young corporation, 205 South Whiting Street, Alexandria, VA 22304. The entire Marine Corps systems exists at the Project Coordinator's Office, Marine Corps Nuclear Test Personnel Review, Records Branch, Personnel Services Division, Headquarters Marine Corps, Washington, D.C. 20380. Extracts of individualized records of both Navy and Marine Corps reside at Headquarters, Defense Nuclear Agency, Washington, D.C. 20305.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy and Marine Corps military and civilian personnel and/or contractor personnel in support of the Navy and Marine Corps who may have been exposed to radiation as the direct result of government sponsored atmospheric nuclear detonations occurring between 1945 and 1962.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, rank/grade, service number, social secuity account number, current or last know address, dates of test partcipation, radiation exposure (if any) & dose data, Navy and Marine Corps unit/office of assignment at time of exposure, current medical status, next-of-kin data, and extracts of service medical data such as CBC's, bioassay data and radiation sickness sequellae.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U. S. C. 5031

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

By the Department of the Navy to identify personnel who either were exposed to or participated in the atmospheric nuclear detonation program and to collect radiation exposure information so as to determine appropriate government-provided medical treatment, and to answer inquires.

By the Veterans Administration to process/adjudicate claims in which service-connected disabilities resulting from radiation exposure are alleged.

By the Department of Defense components-For the purpose of preparing histories of atmospheric nuclear test participation and for use in litigation between test participants or their representatives and the Department of Defense.

By the Defense Nuclear Agency Contractors-For the purpose of assisting DOD components in preparation of histories of atmospheric nuclear test participation, to reconstruct individual dosimetry data based on research and application of mathematical factors and responding to the inquiries and concerns of individuals who may have participated in the test programs and/or their representatives.

By the National Research Council and the Center for Disease Control-For the limited purpose of conducting epidemiological studies of the effects of ionizing radiation from the atmospheric nuclear weapons tests on DOD participants in those test.

By the Department of Energy-For the limited purpose of identifying AEC and AEC-contractor personnel exposed to ionizing radiation during nuclear testing and for conducting epidemiological studies of radiation effects of individuals so identified; and for use in litigation between the DOD and any of the individuals so identified.

By the Department of Transportation-For the limited purpose of identifying DOT and DOT-affilicated personnel exposed to ionizing radiation during nuclear testing and for use in litigation between the DOT and any of the individuals so identified.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; computer magnetic tapes, disks, and computer printouts.

RETRIEVABILITY:

By individual's name and/or service number/SSAN, or listed in conjunction with a unit (ship, air squadron, etc.) associated with atmospheric nuclear testing.

SAFEGUARDS:

Access is limited to properly clear personnel having need for the information in the performance of official duties. Paper records are maintained in an office which is locked during non-working hours. The building in which both offices are located maintains continuous security guard surveillance during non-working hours. Magnetic tapes and disks are stored in secured computer areas, access to which is controlled by password.

RETENTION AND DISPOSAL:

Paper records are retained after data is transferred to magnetic tapes. Personnel and health records are retained by the National Personnel Records Center, St. Louis, Missouri. Other paper records will be retired to Naval and Marine Corps Historical Offices after completion of Nuclear Test Personnel Review effort. Magnetic tapes and disks are retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Program Manager, Navy Nuclear Test Personnel Review, Room 756, Commonwealth Building, 1300 Wilson Boulevard, Arlington, VA 22209 and Project Coordinator, Marine Corps Nuclear Test Personnel Review, Commandant of the Marine Corps, (MSRB-60), Washington, D.C. 20380.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether this system contains information pertinent to them shall either write or visit the system manager. Signed letters or proper identification are required.

RECORD ACCESS PROCEDURES:

Individuals may access records pertaining to them by furnishing full name and SSAN and/or service number. Additional information such as unit to which assigned at time or radiation exposure as well as place and approximate dates of exposure expedite recovery of desired records.

CONTESTING RECORD PROCEDURES:

The agencies' rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the respective system manager.

RECORD SOURCE CATEGORIES:

From the individual; Navy and Marine Corps organizational, personnel, and medical records; the Veterans Administration, Department of Enery, Defense Nuclear Agency & other military departments.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N06530-1

SYSTEM NAME:

Blood Donor Program Files

SYSTEM LOCATION:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Personnel donating blood or seeking replacement of blood.

CATEGORIES OF RECORDS IN THE SYSTEM:

Blood donation records. Blood replacement requirement records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Emergency blood request by blood type, recognition and identification of donors, and replacement of blood provided to cover individuals. Records are available to American Red Cross.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tape.

RETRIEVABILITY:

Name, SSAN, Case number, organization.

SAFEGUARDS:

Access provided on a need to know basis only. Locked and/or guarded office.

RETENTION AND DISPOSAL:

Per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Apply to System Manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

American Red Cross, blood donors, hospitals, persons seeking replacement of blood.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N07210-1

SYSTEM NAME:

Losses of Public Funds File

SYSTEM LOCATION:

Navy Accounting and Finance Center, Code NAFC-73, Washington, DC 20376

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Disbursing personnel who are entrusted with public funds and who incur losses of the public funds entrusted to them.

CATEGORIES OF RECORDS IN THE SYSTEM:

Alphabetized folders containing reports of losses of public funds, reports of investigations into losses of public funds, requests for relief of liability for losses of public funds and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

31 USC 95a, 82a-1, and 82a-2

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Maintaining documentation relative to losses of public funds by accountable disbursing personnel. Used by the following individuals for the purpose of processing documentation relative to losses of public funds: Commanding Officer, Executive Director; Director, Functional Systems Department; Director, General Systems Division and other specified individuals within the General Systems Division. Inform individuals of their rights to repay losses or to submit requests for relief of liability; maintain records of investigations conducted; approval of requests for relief of liability for losses of less than

500;recommendations to the Secretary of the Navy on all denials and all losses of

500 or more; and control over liquidation of losses by relief or by collection action.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders and control log

RETRIEVABILITY:

Name of accountable disbursing individual in whose custody the public funds were entrusted when the losses occured.

SAFEGUARDS:

Maintained in General Services approved Class 3, Security Cabinet equipped with a Type II, three tumbler combination lock accessible only to authorized individuals.

RETENTION AND DISPOSAL:

Transferred to Federal Records one year following liquidation of the loss.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer, Navy Accounting and Finance Center, Code NAFC-73, Washington, DC 20376

NOTIFICATION PROCEDURE:

Correspondence only

RECORD ACCESS PROCEDURES:

The agency's rule for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rule for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Messages, letters, and reports of investigations into losses of public funds received from: accountable disbursing personnel, commanding officers of Navy and Marine Corps activities at which disbursing offices are located, officers appointed to conduct Judge Advocate General Manual investigations, Commanding Officer, Naval Investigative Service, Commandant of the Marine Corps, and Secretary of the Navy.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N07220-1

SYSTEM NAME:

Armed Forces Health Professional Scholarship System

SYSTEM LOCATION:

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Building Cleveland, Ohio 44199

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

AFHSP students until graduation

CATEGORIES OF RECORDS IN THE SYSTEM:

Personnel and entitlement data necessary for pay computation

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Public Law 92-426

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Preparation of checks, leave and earnings statements, and financial reports. Data may be released to various government agencies such as to the Department of the Treasury, Social Security Administration, and Veterans Administration when needed to provide payment or service to member. To the American Red Cross, Navy Relief Society and U.S.O. for personal assistance to the member.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape and file folders

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Social security account number and member name

SAFEGUARDS:

Guards, personnel screening, and requestor codes

RETENTION AND DISPOSAL:

Destroyed ten years after member's graduation

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Office Building Cleveland, Ohio 44199

NOTIFICATION PROCEDURE:

Individuals may write to system manager at above address. Information request must contain Navy member's full name, military status, and social security number. Requestor may visit above address and must have military identification card or valid state driver's license and social security card as positive proof of identity.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Disbursing Officer, Reserve members, BUPERS, and BUMED

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N07220-2

SYSTEM NAME:

Retired Pay System

SYSTEM LOCATION:

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Building Cleveland, Ohio 44199

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Former members of the Navy and Reservists receiving Retired or Retainer Pay; Survivors of members or reservists requesting Survivor Benefit Plan, Retired Serviceman's Family Protection Plan or Minimum Income Widow payments; Individuals eligible for National Oceanic and Atmospheric Administration retirement payments.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual retired pay and annuity pay records, statements of service, retirement orders, survivor benefit plan elections, w-4 and w-2 data, allotment data, death certificates, applications for annuities, correspondence from or to the member or annuitant or third parties relating to an individual account, documentation of mass change, e.g., cost of living increase, due to legislative change.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Subtitle C

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records in this system are used by officials and employees, military and civilian, of the Department of the Navy or the Department of Defense in the performance of their official duties relating to the computation of retirement and annuity payments and to investigate and reconcile any underpayments, overpayments or claims.

Data in this system is used for fiscal reports and the extraction and compilation of statistical analyses and reports for management studies for use internally or externally required by Department of Defense, Department of Labor, Department of Commerce or by other government agencies. Records may be released to the Comptroller General of any of this authorized representatives in the course of the performance of duties of the Comptroller General; the General Accounting Office for audits and determinations relating to military pay entitlements expenditures and accounting procedures; the Department of Treasury in connection with check or Electronic Fund Transfer (EFT) payment issuance; the Veterans Administration in regard to Disability and Severance Pay; the Social Security Administration for FICA Wage reporting; the Internal Revenue Service and state and local taxing authorities for computing or resolving tax liability; the Federal Reserve Banks for the distribution of payments made through the Direct Deposit System, to financial

organizations or their processing agents authorized by individuals to receive and deposit payments in their accounts, and federal, state, or local government agencies when payments received through the Retired Pay system impact payments or benefits issued by those agencies. To designated beneficiaries of deceased member. To the American Red Cross, Navy Relief Society, or U.S.O. personnel for assistance to the member or annuitant.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape, and disc files, microfilm and file folders.

RETRIEVABILITY:

Social security number and member's name

SAFEGUARDS:

The on-line system contains the following safeguards: a. Physical access to CRT data entry terminals is under supervisory control. b. Access to central computer mainframe, other peripheral equipment and tape and disc storage is strictly controlled. Individuals must sign in and be authorized admittance before access. c. Individual user identification codes and passwords are used to control access to automated records. d. Reports are issued that are used to help monitor individuals accessing the system. Access to microfiche and microfiche readers and the respective data are maintained by supervisory control. During non-working hours, offices where records are stored are locked.

RETENTION AND DISPOSAL:

Records are retained for ten years after death of retiree or annuitant then shipped to a Federal Records storage facility. NOAA accounts are dropped upon retiree's death.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Building Cleveland, Ohio 44199

NOTIFICATION PROCEDURE:

Individuals may write to system manager at above address. Information request must contain Navy member's full name and social security number.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Field disbursing offices, Navy Military Personnel Command, Navy Reserve Personnel Center, individual members, annuitants, financial organizations, designated guardians and conservators of retirees or annuitants, Veterans Administration, Social Security Administration, Office of Personnel Management, Internal Revenue Service, and federal, state, and local courts.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N07220-3

SYSTEM NAME:

Reserve Pay System

SYSTEM LOCATION:

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Building Cleveland, Ohio 44199

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active reservists drilling in pay units

CATEGORIES OF RECORDS IN THE SYSTEM:

Performance entitlements, monthly and yearly pay, and personnel data needed for pay computation and issuance

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code Chapter 11

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

These records are used within the Navy Finance Center by military pay adjudicators for the purposes of issuing checks and earning statements, investigating claims and overpayments, and for preparation of financial reports. Data contained in records may be released to BUPERS, various field activities, and other Department of Defense activities to assist these activities to update, verify, or correct their records; the Internal Revenue Service and state or local tax authorities for use in computing or resolving member's tax liability; the Social Security Administration to determine member's coverage under that program; the Department of the Treasury for issuance of checks; the Veterans' Administration or to the Navy Family Allowance Activity, when needed to process cases in the courts upon court order; the designated beneficiaries of deceased members. To the American Red Cross, Navy Relief Society, and U.S.O. for personal assistance to the member.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape and file folders

RETRIEVABILITY:

Social security number and name

SAFEGUARDS:

Guards, personnel screening, requestor codes

RETENTION AND DISPOSAL:

Microfilm record kept indefinitely in safekeeping

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Building Cleveland, Ohio 44199

NOTIFICATION PROCEDURE:

Individuals may write to system manager at above address. Information request must contain Navy member's full name and social security number.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Disbursing Officers, individual members, BUPERS, and IRS.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N07220-4

SYSTEM NAME:

Naval Reserve Officer Training Corps Pay System

SYSTEM LOCATION:

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Building Cleveland, Ohio 44199

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

NROTC students until time of commissioning

CATEGORIES OF RECORDS IN THE SYSTEM:

Personnel and entitlement data necessary for computation of pay entitlements.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U. S. Code, Chapter 103 and Public Law 88-647.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The records are used within the Navy Finance Center by military pay adjudicators for the purposes of issuing checks and earnings statements, investigating claims and overpayments, and for preparation of financial reports. Data contained in records may be released to BUPERS, various field activities and other Department of Defense activities to assist these activities to update, verify, or correct their records, or process cases; to the Internal Revenue Service and state or local tax authorities for their use in computing or resolving member's tax liability; to the Social Security Administration to determine member's coverage under that program; to the Department of the Treasury when needed for issuance of check; to the Veteran's Administration or to the Navy Family Allowance Activity, to process cases; to the courts upon court order; to the designated beneficiaries of deceased members, etc. To the American Red Cross, Navy Relief Society, and U.S.O. for personal assistance to the member.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape and file folders

RETRIEVABILITY:

Social Security account number and member name

SAFEGUARDS:

Guards, personnel screening, requestor codes

RETENTION AND DISPOSAL:

Original shipped to safekeeping for permanent retention.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Building Cleveland, Ohio 44199

NOTIFICATION PROCEDURE:

Individuals may write to system manager at above address. Information request must contain Navy member's full name, military status, and social security account number. Requestor may visit above address and must have military identification card or valid state driver's license and social security card as positive proof of identity.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Disbursing Officer, Member, BUPERS, CNETO, and IRS.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N07220-5

SYSTEM NAME:

Joint Uniform Military Pay System (JUMPS)

SYSTEM LOCATION:

(Decentralized) Navy and Marine Corps disbursing offices, i.e., Personnel Support Activities, Personnel Support Detachments, Disbursing Officers Afloat, and the Navy Finance Center. Specific activities are identified in Appendix B of Volume IV, Navy Comptroller Manual and addresses are contained in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Navy Personnel on active duty and individual recipients of allotments of Navy Personnel (active duty and retired)

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual Leave and Earnings Statements, Personnel Financial Records, substantiating documentation submitted via OCR documents, tape input or direct on-line CRT entry which authorized credits and deductions of pay entitlements and withholding of Federal income tax, Federal Insurance Contribution act (FICA) payments, and Servicemen's Group Life Insurance, state and local taxes, or other deductions. Other records include Internal Revenue Form w-2's, money lists, pay receipts, check and distribution lists, allotment authorizations and associated files, absentee and deserter lists, miscellaneous correspondence requesting or providing pay information, Commanding Office Leave Lists and microfilm and microfiche records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Titles 10 and 37 U.S.C.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records in this system are used by officials and employees, military and civilian, of the Department of the Navy or the Department of Defense in the performance of their official duties relating to the maintenance and distribution of Leave and Earnings Statements and the determination and audit of pay entitlements or deductions, computing, paying, and reporting payments, determining budgets and appropriation requirements, commencing and terminating allotments, determining amounts subject to fines, forfeitures or detentions of pay in connection with non-judicial punishment and courts martial and distribution of payments.

Data from this system may also be provided to the Comptroller General or any of his authorized representatives in the course of the performance of duties of the Comptroller General or the General Accounting Office in the audit and determinations relating to military pay entitlements expenditures and accounting procedures; the Department of the Treasury in connection with check of Electronic Fund Transfer (EFT) payment issuance; the Veterans Administration in regard to Disability and Severance Pay and Educational benefits; the Social Security Administration for FICA Wage reporting; Internal Revenue Service and state and local taxing authorities for computing or resolving tax liability; the Federal Reserve Banks for the distribution of payments made through the Direct Deposit System, to financial organizations or their processing agents authorized by individuals to receive and deposit payments in their accounts, and federal, state, or local government agencies when payments received through the JUMPS system impact payments or benefits issued by those agencies or when a specific matching program has been requested by the agency and approved by the Office of Management and Budget. To the American Red Cross, Navy Relief Society, or U.S.O. for personal service to the member or allotment recipient.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Personal Financial Records containing Leave and Earnings Statements, which are paper records, are stored in wooden or metal boxes or cabinets. Copies of Leave and Earnings Statements and supporting documents are stored in file folders and cabinets or on micro-film or microfiche. Automated records are stored on magnetic tapes, discs and punched cards.

RETRIEVABILITY:

Automated records are retrieved by Social Security Number and name. Documents are retrieved by ssn or by an assigned internal document control number.

SAFEGUARDS:

Outside of normal working hours Personal Financial Records with Leave and Earnings Statements are secured in safes, vaults or locked cabinets. Substantiating documents and microfilmed records are retained in unlocked cabinets. During non-working hours, offices where the above-mentioned records are stored are locked.

The safeguards in the on-line automated system include the following controls: a. Physical access to CRT data entry terminals is under supervisory control. b. Access to central computer main frame, other peripheral equipment and tape and disc storage is strictly controlled. Individuals must sign in and be authorized admittance before access. c. Individual user identification codes and passwords are used to control access to automated records. d. Reports are issued that are used to help monitor the system to determine individuals who are accessing data.

Access to microfiche and microfiche readers and the respective data are maintained by supervisory control.

RETENTION AND DISPOSAL:

Personal financial records containing the twelve most recent leave and earning statements are retained by the Personnel Support Detachment or disbursing office servicing the Command to which the member is assigned. Copies of originating documents are retained by the local command for one year after submission and then destroyed. A central automated file is maintained for all active duty Navy personnel at the Navy Finance Center, Cleveland. Following a member's separation or retirement from the Navy, the member's Personal Financial Record is forwarded to the central site-Navy Finance Center, Cleveland, where it is retained for approximately two months pending individual claims and is then forwarded to the Federal Records Center. The member's Master Pay Account is retained at the central site for six months following a member's separation or retirement at which time it is purged from the computer file, microfilmed, and forwarded to the Federal Records Center. Substantiating documents are microfilmed and retained at the central cite for one year and then forwarded to the Federal Records Center.

SYSTEM MANAGER(S) AND ADDRESS:

Comptroller of the Navy, Chief of Naval Personnel, Commander Navy Accounting and Finance Center, Commanding Officer Navy Finance Center.

NOTIFICATION PROCEDURE:

Individuals can be informed of any records maintained within the system by identifying themselves to the Personnel Support Detachment servicing that Command. The member may identify himself by presenting his military identification card. Former members may request information from the Navy Finance Center, Cleveland.

RECORD ACCESS PROCEDURES:

Individuals, properly identified, may request any information pertaining to their pay from their Personnel Support Detachment. If the requested information is not avilable locally, the disbursing officer will obtain the information from other sources, i.e. member's previous duty stations or the Navy Finance Center, Cleveland.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by individuals concerned may be obtained from the SYSMANGER.

RECORD SOURCE CATEGORIES:

Local Personnel Support Detachments and other disbursing and personnel offices, the Veterans Administration, the Navy Military Personnel Command, various taxing agencies, individual members and recipients of allotments and various Navy procedures and entitlements manuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N07220-6

SYSTEM NAME:

Midshipman Pay System

SYSTEM LOCATION:

Primary - Superintendent, Naval Academy, Annapolis, MD 21402; decentralized segments - Commanding Officer, Navy Regional Finance Center, Washington, D.C. 20371, Commanding Officer, Navy Finance Center, Cleveland, OH 44199, and Chief of Naval Personnel (Code H-13), Navy Department, Washington, D.C. 20370.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Midshipmen of the U.S. Naval Academy, Annapolis, Maryland.

CATEGORIES OF RECORDS IN THE SYSTEM:

The system contains automatic data processing pay accounts of all Naval Academy Midshipmen. Document flow is controlled by use of a Midshipmen Payroll Change form. Controls over the system are maintained by use of a Midshipmen Payroll Control Register. Input source documents include (1) letter authority from the Superintendent to the Midshipmen Pay Offices to open the pay (2) documents to substantiate credits of advances for initial clothing and equipment issues, commuted rations, refunds for clothing turn-in, and discharge payments (3) letters from the Commandant of Midshipmen to the Midshipmen Pay Officer containing listings of names and amounts to the checked for personnel services (4) documents to substantiate checkages for liquidation of clothing and equipment advances, store bills of midshipmen subscriptions to magazines, musical concerts, etc., and (5) required deductions for Federal Tax and FICA Tax. Output documents include printouts of (1) Midshipmen Monthly Pay Accounts (2) Midshipmen Debit and Credit Explanation Register and (3) Midshipmen Yearly Pay Account. Payroll money lists which substantiate payments made and travel payment vouchers are also in files. Monthly financial returns are submitted to the Navy Regional Finance Center, Washington, D.C. for consolidation with the accounts of that office and are then forwarded to the Navy Finance Center Cleveland, Ohio in accordance with procedures prescribed in NAVCOMPT Manual, par. 048090. Copies, of the financial returns are therefore, on file in these offices. In addition, copies of documents supporting Federal Income and FICA Taxes withheld are forwarded to the Chief of Naval Personnel (Code H-13).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Security Act Amendments of 1949 (10 U.S.C. 5060).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purpose - To accurately and efficiently maintain the pay accounts of Naval Academy Midshipmen. Category of users - Midshipmen Pay Officers Navy Regional Finance Center, Washington, D.C., Navy Finance Center, Cleveland, Ohio, Chief of Naval Personnel, Internal Revenue Service, and Social Security Administration. Specific uses - To pay and account for payments and collections of Naval Academy Midshipmen which are charged to the annual appropriation Military Personnel, Navy and administered by the chief of naval personnel. To the American Red Cross, Navy Relief Society, and U.S.O. for personal assistance to the member.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Midshipmen Pay Office - Computer print-outs. ADP Office - Computer magnetic tapes.

RETRIEVABILITY:

Retrieved by Alfa Codes assigned to each midshipmen.

SAFEGUARDS:

Only Midshipmen Disbursing Office personnel are authorized access to records of that office. Only the computer operations are authorized access to the computer tapes. The computer area is restricted and computer tapes are locked in fireproof safes when not in use.

RETENTION AND DISPOSAL:

Pay information on the computer tapes is retained for 30 days and the tapes are then reused. Tapes containing Federal Income Tax and FICA Tax information are retained for 1 year until the required reports are rendered. The tapes are then reused. Retained copies of Midshipmen Pay Office forms are disposed of as follows: 1. Midshipmen Payroll Control Register - retain for 2 years and destroy. 2. Midshipmen Payroll Change - retain for 6 months and destroy. 3. Midshipmen Monthly Pay Account - retain for 4 years, from admission of each class through month following its graduation and destroy. 4. Midshipmen Debit and Credit Explanation Register - same as 3. above. 5. Midshipmen Yearly Pay Account - same as 3. above. Other disbursing records and financial returns are retained 4 years follow period covered by the account and transferred to the Federal Records Center in accordance with SECNAV Instruction P5212.5b.

SYSTEM MANAGER(S) AND ADDRESS:

Overall policy and procedurs - Comptroller of the Navy; primary - Superintendent, Naval Academy; decentralized segments - Commanding Officer, Navy Regional Finance Center, Washington, D.C., Commanding Officer, Navy Finance Center, Cleveland, Ohio and Chief of Naval Personnel (Code H-13) Washington, D.C.

NOTIFICATION PROCEDURE:

Individuals can be informed of any records maintained in the system by identifying themselves to Midshipmen Pay Office. Members must present his identification card to obtain requested information.

RECORD ACCESS PROCEDURES:

Midshipmen are issued a monthly earnings statement. All information concerning credits and checkages of pay and allowances are contained in the statement. Additional required information relative to miscellaneous changes reflected on the statement may be obtained from the individual Academy activity which reported the changes to the Midshipmen Pay Office upon presentation of his identification card.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individuals concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Members service record on file in the Midshipmen Personnel Office and those documents contained in RECORD-CATEGORY, above.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N07220-7

SYSTEM NAME:

Travel Pay System

SYSTEM LOCATION:

Decentralized, maintained by Navy disbursing offices; a list is available from:

Commander
Navy Accounting and Finance Center (NCF-3)
Washington, D.C. 20376

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person, government or private, who submits a request for payment of a travel advance or travel claim to a Navy disbursing office.

CATEGORIES OF RECORDS IN THE SYSTEM:

Public vouchers; substantiating documents such as travel orders and expense receipts; card file or log book utilized to control receipt and disposition of travel claims; suspense files, pay adjustment authorizations, and payroll checkages utilized for control and follow-up on travel advances; and correspondence relating thereto.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purpose: To reimburse travelers for travel expenses and to record, account, and report for government funds. User: Navy disbursing offices. Uses: Provide an historic file and audit trail for travel payments made by the Navy; provide a means to respond to inquiries from travelers on status of claims; control travel advances to insure liquidation; provide a means to record, account, and report travel expenditures; provide a means for collection in cases of overadvances; provide disclosure to law enforcement or investigatory authorities.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; index cards or log books.

RETRIEVABILITY:

Retrieved by disbursing office voucher number for paid advances and claims; retrieved by name for card index file or log book. Information in disbursing office voucher file can be retrieved by name through search process if travel dates and/or travel claim submission date is known.

SAFEGUARDS:

Locked cabinets or rooms, with building or military base security. Access authorized to personnel engaged in travel claim processing, supervisory or management personnel, and inspectors, auditors, investigators. Travelers are authorized access to their own travel records; fund administrators are authorized access to records pertaining to their own funds.

RETENTION AND DISPOSAL:

Records are maintained for four years. Records may be moved to a regional Federal Records Center depending on local storage capability. No standard means for destruction exists.

SYSTEM MANAGER(S) AND ADDRESS:

Department of Defense Per Diem, Travel, and Transportation Allowance Committee prescribes regulations in the Joint Travel Regulations; records maintained are prescribed by the Comptroller of the Navy in its Manual (NAVSO P-1000); a list of Navy disbursing offices is maintained by the Commander, Navy Accounting and Finance Center (NCF-3), Washington, D.C. 20376.

NOTIFICATION PROCEDURE:

If the individual is a traveler and knows the location of the Navy disbursing office processing his/her travel claim, direct contact with that office is sufficient. If unknown, or the inquirer is not a traveler, the inquiry should be submitted to the Commander, Navy Accounting and Finance Center, address above. Requestor should provide full name, social security number, whether military or civilian, and, if possible, disbursing office voucher number, dates of travel, and date and location of travel claim or travel advance submission. An individual is permitted to visit any Navy disbursing office to which he/she has submitted an advance or claim. Military identification card or civilian identification such as driver's license is sufficient.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Travel advances and travel claims are filed by individuals who provide information on themselves. Supporting documentation is obtained from employing commands, service providers (e.g., taxis for receipts), and Navy disbursing offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N07230-1

SYSTEM NAME:

Navy Standard Civilian Payroll System (NAVSCIPS)

SYSTEM LOCATION:

Decentralized, maintained by 72 Navy and 1 Marine Corps civilian payroll offices; a list is available from:

Commander
Navy Accounting and Finance Center
(NAFC-42)
Washington, D.C. 20376

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees who are employed by Navy and Marine Corps Activities and are paid from appropriated funds

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual civilian pay records, retirement records and leave records, applications for leave; overtime authorizations; substantiating documents such as personnel action forms effecting new appointments, separations, promotions, demotions, and deduction changes; Internal Revenue Service Form W-4; State and City tax information; authorizations for deductions, i.e., savings bonds, group life insurance, health benefits, overpayments, indebtedness to the Government; court orders for garnishment of wages for child support and alimony payments; allotments, i.e., union dues, charity contributions, savings allotments, special allotments for overseas employees; tax levies; claims; award payments; special pay; allowances and differentials, and case files which contain requests for waiver of erroneous payment of pay for civilian employees.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 5301, Pay Rates and Systems, Pay Comparability System Policy

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purpose: To pay Navy and Marine Corps civilian employees, maintain leave and retirement records and to record, report and account for government expenditures for personal services.

User: Navy and Marine Corps civilian payroll offices

Uses: Provides a means of paying, recording and accounting for government expenditures for personal services of Navy and Marine Corps civilian employees; provides time and attendance information to individual employees and management; provides audit trails for GAO, Navy Area Audit, and internal audit procedures; provides federal, state, and city tax information to appropriate authorities; provides retirement information and monies to CSC for computation fo annuities; provides other data to CSC as required for special studies. To the Treasury Department in connection with check issuance, the Veterans Administration in regard to Disability or Severance Pay Entitlement, the Social Security Administration for FICA and FITW wage reporting, state and local tax authorities for computing or resolving tax liability. To state employment agencies which require wage information to determine eligibility for unemployment compensation benefits of former employees.

To provide to financial organizations lists of those employees who make deposits and the amount of the deposit to each financial organization. To provide officials of labor organizations recognized under Executive Order 11491, as amended, with information as to the identity of employees contributing dues each pay period and the amount of dues withheld from each contributor. To provide information to the General Accounting Office on those requests for waiver of overpayments of pay which are forwarded to them for adjudication.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records are stored on magnetic tapes, disc, microfilm/microfiche and punched cards. Manual records on manual card files and in file folders.

RETRIEVABILITY:

By name, social security number, or locally assigned identification number.

SAFEGUARDS:

Locked fireproof cabinets for retirement records. Metal cabinets for manual payroll and leave records within locked rooms. The computer facility and terminal are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained. Manual records and computer printouts are available only to personnel engaged in payroll processing, auditors, investigative officials and management personnel.

RETENTION AND DISPOSAL:

Payroll records are maintained on-site for 6 years, then shipped to Federal

Record Center where they are retained for 56 years.

Leave Records - same as above, except held by Federal Record Center for 10 years.

Retirement Registers - same as above, except are destroyed rather than sent to Federal Record Center. Retirement records are maintained until employee separates; if he goes to another Navy or Marine Corps activity, retirement records are sent to that activity; if he goes to another agency or separates, sent to OPM.

SYSTEM MANAGER(S) AND ADDRESS:

Overall policy and procedure for the Civilian Payroll System are established by the Commander, Navy Accounting and Finance Center, Washington, D.C. 20376. A list of the system managers by payroll activity is available from Navy Accounting and Finance Center (NAFC-42).

NOTIFICATION PROCEDURE:

Civilian employees can directly contact the system manager of his payroll activity. If unknown, the inquiry should be submitted to the Commander, Navy Accounting and Finance Center, address above. Requestor should provide full name, social security number, identification number, if applicable, activity where employed and information desired. An individual can visit his payroll office on any matter concerning his pay.

RECORD ACCESS PROCEDURES:

Employees have access to their individual pay, leave and retirement records. The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Standard Form 50's (Personnel actions), time and attendance records, applications for leave and overtime authorizations, retirement records, federal state and tax forms, deduction authorizations, allotment authorizations, court orders for garnishment of wages for child support and alimony payments.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N07240-1

SYSTEM NAME:

Commercial Invoice Payments History System

SYSTEM LOCATION:

Decentralized, maintained by Navy disbursing offices; a list is available from:

Commander
Navy Accounting and Finance Center (NCF-5)
Washington, D.C. 20376

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual, government or private, who submits a request for payment to Navy disbursing offices for goods and/or services rendered.

CATEGORIES OF RECORDS IN THE SYSTEM:

Public vouchers; substantiating documents such as invoices, receipt documents, inspection reports, procurement instruments, contract-index files, assignment documents, machine listings, government bills of lading, transportation requests, meal tickets; magnetic tape, disk files, roll microfilm, microfiche; and related correspondence files.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Department Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purpose: To provide a record of all disbursements made on commercial invoices by Navy disbursing offices. User: Navy disbursing offices. Uses: Provides an audit trail of commercial invoice payments made by the Navy; provides a means to respond to inquiries from individuals on status of invoices and contracts; provides a means of detecting and precluding duplicate payments; provides disclosure to law enforcement and investigatory authorities.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; computer magnetic tapes; roll microfilm, microfiche.

RETRIEVABILITY:

Retrieved by disbursing office voucher number for paid invoices; retrieved by procurement instrument identification number for contractors by contract index cards; retrieved by name of individual from machine listings. Information in disbursing office voucher file and microfilm/microfiche can be retrieved by name through search process if billing/submission date is known.

SAFEGUARDS:

Locked cabinets or rooms, with building or military base security. Access authorized to designated personnel engaged in commercial invoice processing, supervisory or management personnel, and inspectors, auditors, investigators. Individuals are authorized access to their own payment history file; fund administrators are authorized access to records pertaining to their own funds.

RETENTION AND DISPOSAL:

Records are maintained for four years. Records may be moved to a regional Federal Records Center depending on local storage capability. No standard means for destruction exists.

SYSTEM MANAGER(S) AND ADDRESS:

Commercial invoice payment history requirements are prescribed by the Comptroller of the Navy in its Manual (NAVSO P-1000); a list of Navy disbursing offices authorized to pay invoices can be obtained from the Commander, Navy Accounting and Finance Center (NCF-5), Washington D.C. 20376.

NOTIFICATION PROCEDURE:

If the individual knows the location of the Navy disbursing office holding his/her invoice payment history, direct contact with that office is sufficient. If location is unknown, the inquiry should be directed to the Commander, Navy Accounting and Finance Center, address above. Inquirer should provide full name, social security number, whether military or civilain, contract or purchase order number and, if possible, disbursing office voucher number, invoice date, number and amount. An individual is permitted to visit any Navy disbursing office to which he/she has submitted an invoice for payment. Identification should include military identification card, civilian identification such as driver's license and company or agency affiliation. Access to classified contracts requires confirmation of security clearance and need to know.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Commercial invoices are filed by individuals who provide information on themselves. Supporting documentation is obtained from employing company, material/service providers and receivers and Navy disbursing offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N07300-1

SYSTEM NAME:

Relief of Accountable Personnel From Liability For Losses of Public Funds

SYSTEM LOCATION:

Office of the Judge Advocate General (code 12), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Accountable Navy and Marine Corps military and civilian disbursing personnel and collection agents who request relief from liability for losses of public funds in their custody.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of requests submitted by individuals of the above-stated category for grant of relief from liability, together with information voluntarily furnished by the affected individuals concerning the circumstances of losses of funds in their custody, and additional information derived from investigatory and audit reports and comments of forwarding endorsers concerning circumstances of losses.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

31 U.S.C. 95a., 82a-1, 82a-2;
5 U.S.C. 301
44 U.S.C. 3101

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used as the basis for determinations within the Department of the Navy and the U.S. General Accounting Office as to whether the circumstances of particular losses of public funds warrant granting accountable individuals' requests for relief from liability. This information may be furnished to other components of the Department of Defense.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained in file folders.

RETRIEVABILITY:

By name of individual requesting relief.

SAFEGUARDS:

Files are maintained in file cabinets under the control of personnel during working hours; the office space in which the file cabinets are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Records are permanent and are retained indefinitely in the Office of the Judge Advocate General. However, after three years, name indexes are destroyed, eliminating the capability for retrieval by the names of individuals. Thereafter, they are retrievable only by topical indexes arranged according to the legal issues involved.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332

NOTIFICATION PROCEDURE:

Information may be obtained by written request to the system manager stating the full name of the individual concerned and the approximate date on which relief was requested. Written requests must be signed by the requesting individual. visits may be made to: Civil Affairs Division (code 12), Office of the Judge Advocate General, Room 9n11, Hoffman Bldg II, 200 Stovall St., Alexandria, Va. 22332. Armed forces identification card or state driver's license is required for identification.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information in the system is furnished partly by the individual requesting relief, and is supplemented by reports of Department of the Navy audits and investigations pertaining to the particular losses of funds involved. Additional amplifying information is typically furnished by officers forwarding requests to the Secretary of the Navy.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE.

N07300-2

SYSTEM NAME:

Resource Accounting and Project Tracking System (RAPTS)

SYSTEM LOCATION:

Navy Fleet Material Support Office, P. O. Box 2010, Mechanicsburg, Pennsylvania 17055.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All currently employed civilian and military personnel of the Navy Fleet Material Support Office. May include private contractors who work on Navy Fleet Material Support Office projects.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, social security number, pay number, grade, step, job title, job series, military or civilian designator, organizational code, leave schedule, hourly rate of pay, civilian position description number, pay plan, veteran preference, service computation date, supervisory designator, tenure group, exemption code, target grade.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The officials and employees of the Department of the Navy in the performance of their official duties related to monitoring the current status of projects under development at the Navy Fleet Material Support Office. The system will be used to report project status and labor charges against functional cost accounts.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained on magnetic disk, magnetic tape and hard copy forms.

RETRIEVABILITY:

RAPTS users obtain information by means of query or standard batch reports. Data may be indexed by any data items with entry keys using

employee organization, sort key and employee initials.

SAFEGUARDS:

Access to computer room after hours is controlled by card key and pass number locking device. The system is protected by the following software feature: password sign-on.

RETENTION AND DISPOSAL:

All active records are stored on random access files. Once a project is complete, all data for that project is moved to a history file which is maintained on magnetic tape. Project record data is maintained for three years in the history file. After three years the project record will be erased.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer, Navy Fleet Material Support Office, P. O. Box 2010, Mechanicsburg, Pennsylvania 17055.

NOTIFICATION PROCEDURE:

Information should be obtained from the System Manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information in this system comes from the civilian personnel files of the Consolidated Civilian Personnel Office, Mechanicsburg, Pennsylvania and from the individual to whom it applies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N07320-1

SYSTEM NAME:

Property Accountability Records

SYSTEM LOCATION:

At all activities

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any Department of the Navy employee (military or civilian) receiving government property for which he must sign a receipt.

CATEGORIES OF RECORDS IN THE SYSTEM:

The receipts maintained are any of the following: logbooks, property passes, custody chits, charge tickets, sign out cards, tool tickets, sign out forms, photographs, charge cards, or any other statement of individual accountability for receipt of government property.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The receipts will be used normally and properly to identify individuals to whom government property has been issued. Internal use of the receipts will generally be by the local official accountable for control of government property. Receipts so maintained may be referred to law enforcement authorities as appropriate.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The receipts may be maintained in any of the following formats: logbooks, property passes, custody chits, charge tickets, sign out cards, tool tickets, sign out forms, photographs, charge out cards or any other statement of individual accountability for receipt of government property.

RETRIEVABILITY:

Retrievability may be by any of the following: name, badge number, tool number, property serial number, or any other locally determined method of property receipt accountability.

SAFEGUARDS:

The receipts are unclassified.

RETENTION AND DISPOSAL:

Retention of receipts for property is at the discretion of the local activity responsible for the property being issued.

SYSTEM MANAGER(S) AND ADDRESS:

Overall policy official: no designated official. The system manager is the commanding officer or officer in charge of the activity where the property accountability records are maintained.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether system records contain information pertaining to them may do so by making application to the commanding officer or officer in charge of the activity where the receipts are located. Individuals making application must have a Department of the Navy approved identification card.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information is collected directly from the subject individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N07401-1

SYSTEM NAME:

Bingo Winners

SYSTEM LOCATION:

Decentralized, maintained at Navy and Marine Corps stateside and overseas bases, where bingo is authorized and played. Inquiries should be addressed to the local activity or to the:

Chief of Naval Personnel (Pers-7)
Bureau of Naval Personnel
Washington, D.C. 20370 (for naval activities); and the
Commandant of the Marine Corps (MSMS)
Washington, D.C. 20380 (for Marine Corps activities).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual U.S. citizens 18 years of age and older who are paid monies/prizes of 1,200 or more for one-time winnings associated with bingo.

CATEGORIES OF RECORDS IN THE SYSTEM:

Bingo payout control sheet indicating individual name, grade, SSAN, duty station, dates and amounts of bingo monies paid.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 5031; Section 6041, Internal Revenue Code; BUPERSINST 1710 series; Manual for Messes Ashore, NAVPERS 15951; MCO P-1745.15 series; and NAVSO P-3520.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To account for and control monies and items of merchandise paid to

individual winners of bingo games and as a basis for IRS Forms W-2G and 5754, reporting on individuals whose one-time winnings are

1,200 or more.

USER: Navy and Marine Corps shore activities where bingos have been authorized by the Chief of Naval Personnel or the Commandant of the Marine Corps.

USES: Provides a means of paying, recording, accounting for, reporting, and controlling expenditures and merchandise inventories associated with bingo games.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records maintained in file cabinets located in a secure area.

RETRIEVABILITY:

Individual control sheets. Individual IRS Form W-2G by name and SSAN.

SAFEGUARDS:

Records are kept in occupied rooms which are locked during non-working hours.

RETENTION AND DISPOSAL:

Records are maintained on site for 3 years and then shipped to the Federal Records Center in accordance with SECNAVINST 5212.5 series.

SYSTEM MANAGER(S) AND ADDRESS:

Overall policy and procedures for the bingo operations are contained in NAVSO P-3520, BUPERINST 1710 series and MCO P-1746.15 series. A list of system managers by activity is available from the Chief of Naval Personnel (Pers-7) for Navy managers and the Commandant of the Marine Corps (MSMS) for Marine Corps managers.

NOTIFICATION PROCEDURE:

Individuals are notified via IRS Form W-2G if their one-time bingo winnings are

1,200 or more. An individual can contact the applicable systems manager on matters concerning their bingo winnings.

RECORD ACCESS PROCEDURES:

Individuals have access to information applicable to their individual bingo winnings. Officials such as the IRS have access to information applicable to all bingo winners. Access is through the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Bingo payout control sheets.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N07430-1

SYSTEM NAME:

Accounts Receivable System

SYSTEM LOCATION:

Commanding Officer, Navy Finance Center, Anthony J. Celebrezze Federal Building, Cleveland, Ohio 44199

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have been paid more funds by the Department of the Navy than to which they were legally entitled.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documentation which established overpayment status, financial status affidavit, payment record, credit reference, and miscellaneous correspondence to and from the individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

80 Stat 308 and 88 Stat 393, Federal Claims Collection Act of 1966 (P.L. 89-508)

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records will be used to determine record payment plan and to determine whether debt should be compromised, suspended or collection action terminated. If payment is not made and circumstances warrant, records may be released to the General Accounting Office and the Department of Justice for collection action. Data on individuals with delinquent accounts may be given to credit bureaus in accordance with the General Accounting Office regulations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, magnetic tape, disc, microfiche

RETRIEVABILITY:

Social security number and individual's name

SAFEGUARDS:

Personnel screening, requester codes

RETENTION AND DISPOSAL:

Files of accounts which are paid in full will be maintained for 3 years after final payment. Other files will be maintained for 6 years after termination of collection action.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer, Navy Finance Center, Anthony J. Celebrezze Federal Building, Cleveland, Ohio 44199

NOTIFICATION PROCEDURE:

Individuals may write to the system manager at the above address. Information request must contain individual's full name and should include the Social Security number.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Disbursing officers, credit bureaus, the individual, Internal Revenue Service, Postmasters, Veterans Administration, Bureau of Motor Vehicles.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N07431-1

SYSTEM NAME:

Savings Deposit

SYSTEM LOCATION:

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Building Cleveland, Ohio 44199

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy members still declared missing in action in the Vietnam conflict.

CATEGORIES OF RECORDS IN THE SYSTEM:

Members records reflecting account balances

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Public Law 89-538

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records in this system are used for crediting of interest and clearing of account upon termination. Records will be furnished to Navy Family Allowance Activity and other Department of Defense agencies servicing families of persons still having active accounts; to the Internal Revenue Service upon termination of account.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape and file folders

RETRIEVABILITY:

Social security number and member name

SAFEGUARDS:

Guards, personnel screening, and specific requestor codes

RETENTION AND DISPOSAL:

Upon closing of account, records are shipped to FRC and destroyed after two years.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Building Cleveland, Ohio 44199

NOTIFICATION PROCEDURE:

Individuals may write to system manager at above address. Only the member or executor or benificiary of estate will be provided information. Individual's name and social security number are required. Persons wishing to view records in person must report to the Navy Family Allowance Activity, Room 967, Anthony J. Celebrezze Federal Building, Cleveland, Ohio 44199.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Member's initial request, adjudicators in Central Accounts Department.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N07600-1

SYSTEM NAME:

NIF RDT&E Standard Automated Financial Systems (STAFS)

SYSTEM LOCATION:

Naval Industrial Fund Research, Development, Test and Evaluation Activities (NIF RDT&E): (1) Naval Air Development Center (NADC), Warminster, Pennsylvania; (2) Naval Coastal Center (NCSC), Panama City, Florida; (3) Naval Surface Weapons Center (NSWC), Dahlgren, Virginia; (4) David W. Taylor Naval Ship Research and Development Center (DTNRDC), Bethesda, Maryland; (5) Naval Ocean Systems Center (NOSC), San Diego, California; (6) Naval Underwater Systems Center (NUSC), Newport, Rhode Island; (7) Naval Weapons Center (NWC), China Lake, California; (8) Naval Air Engineering Center (NAEC), Lakehurst, New Jersey; (9) Naval Air Propulsion Center (NAPC), Trenton, New Jersey; (10) Naval Air Test Center (NATC), Patuxent River, Maryland; (11) Pacific Missile Test Center (PMTC), Pt. Mugu, California; (12) Civil Engineering Laboratory (CEL), Pt. Hueneme, California; and (13) Naval Research Laboratory (NRL), Washington, DC. Offical mailing addresses are in the Navy's Address Directory in the appendix to the Navy Department's systems notices appearing in the Federal Register.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records of present, former, and prospective military personnel assigned to, and civilian personnel employed by the 13 activities listed above.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personnel, payroll, travel and locator records, and work history for billing for services provided to other naval activities.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C 2208, Title IV

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Employees of the Department of the Navy in the performance of their duties relating to the preparation of rosters and locators, contact with appropriate personnel in emergencies, continuity of operations planning and execution, determination of clearance for access control, budget and manpower control, minority and occupation statistics, labor costing, customer billing, watch bill preparation, civilian grade control, and similar administrative uses requiring personnel information, reimbuse travelers for travel expenses, historic files and audit trail for payments made by the Navy, respond to inquiries from travels on status of claims, control travel advances, pay, record and account for government expenditures for personal services of Navy employees, time and attendance information, federal, state and city tax information.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, magnetic tape, magnetic disc.

RETRIEVABILITY:

By name, SSN, organization, job order, values and ranges of values, other relationships defined by the system manager.

SAFEGUARDS:

Password controlled system, file, and element access based on predefined need to know. Physical access to terminals, terminal rooms, buildings and activities' grounds are controlled by locked terminals and rooms, guards, personnel screening and visitor registers.

RETENTION AND DISPOSAL:

Records are retained locally for two years, shipped to remote storage for four years, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer of the activity in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Apply to system manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individuals concerned, other records of the activity concerned, other records of activity supervisors, investigators, witnesses, correspondents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N08370-1

SYSTEM NAME:

Weapons Registration

SYSTEM LOCATION:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals registering firearms or other weapons with station security officers.

CATEGORIES OF RECORDS IN THE SYSTEM:

Weapon registration records, weapon permit records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To assure proper control of weapons on Naval installations and to monitor and control purchase and disposition of weapons.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tape.

RETRIEVABILITY:

Name, SSAN, Case number, organization.

SAFEGUARDS:

Access provided on a need to know basis only. Locked and/or guarded office.

RETENTION AND DISPOSAL:

Per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Apply to System Manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual concerned, other records of activity, investigators, witnesses, correspondents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N09593-1

SYSTEM NAME:

Naval Environmental Training System (NETS)

SYSTEM LOCATION:

Naval Energy and Environmental Support Activity/Facilities Support Office (NEESA/FACSO), Naval Construction Battalion Center, Port Hueneme, California 93043.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy sewage treatment operators, and water treatment operators.

CATEGORIES OF RECORDS IN THE SYSTEM:

The NETS contains both data on treatment plants and treatment plant operations. Data includes social security number, name, treatment plant number and location, operators grade/rank, certification level, level of education, job experience (past and present), job title and number of years in direct responsible charge for the treatment plant(s). Additional data covers operator training, such as course number, title, content, location, total course hours, and date completed.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 12088 of 13 October 1978

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Department of the Navy in the performance of their official duties related to monitoring the current status of Navy water/wastewater treatment plants and its operators. The system will only be used within the Department of the Navy.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained on magnetic disks, tapes and hard copy forms.

RETRIEVABILITY:

Users obtain information by means of a request via the NEESA Office, Port Hueneme, California.

SAFEGUARDS:

Access to the Construction Battalion Center is restricted at all times. The system is protected by the following software features: password sign-on, set and item authority for list, add, delete and update.

RETENTION AND DISPOSAL:

All data on a particular individual is maintained until he/she retires, dies or changes career. Data is updated every year. Records are retained on magnetic tapes. Records are erased from the tape during system updates if applicable.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Facilities Engineering Command, (Code 112), 200 Stovall Street, Alexandria, Virginia 22332.

NOTIFICATION PROCEDURE:

Information should be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Data collected from each individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N10140-1

SYSTEM NAME:

Ration Card, Luxury Permit Record Cards.

SYSTEM LOCATION:

Commander, U.S. Naval Activities, United Kingdom, Box 60, FPO NY 09510

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Officer, Enlisted and civilian component personnel

CATEGORIES OF RECORDS IN THE SYSTEM:

Ration Card/Luxury Permit holders are entered on a 5'X8' color coded cards, which are contained in boxes and maintained alphabetically. Ration Cards/Luxury Permit are registered in log, showing name of individual and number of Ration Card/Luxury Permit issued.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purposes of the maintenance of records are (1) to establish strict control over persons entitled to acquire tax-free ration items; (2) to ensure entitled personnel do not obtain more than one ration card/luxury permit, and (3) for the purposes of inspection by officers of Her Majesty's Commissioners of Customs and Excise, United Kingdom, with whom Ration Card and Luxury Permits program was originally negotiated by the U.S. military authorities. Access to records is available to accredited members of the Naval Investigative Service Office upon request.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

All Ration Card/Luxury Permit records maintained on 5'X8' cards filed and listed in numerical order in logs.

RETRIEVABILITY:

Name

SAFEGUARDS:

Records held in file cabinets in space maintained by Enlisted Personnel Office during working hours and locked after working hours.

RETENTION AND DISPOSAL:

All records maintained for duration of tour of personnel concerned. Thereafter destroyed when ration card/luxury card destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, U.S. Naval Activities, United Kingdom, Box 60, FPO NY 09510

NOTIFICATION PROCEDURE:

Personnel presenting a valid military identification card or Department of Defense identification card at this office, can obtain viewing of all records pertaining to themselves. No procedures exist for providing this type of information by mail, nor is it normally required by individuals.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Not applicable

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N10140-2

SYSTEM NAME:

Privately-owned Tax-free Vehicle Record Cards, Tax-free Gasoline Record Cards.

SYSTEM LOCATION:

Commander, U. S. Naval Activities, UK, FPO NEW YORK 09510

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Officers, enlisted and civilian component personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Privately-owned tax/free vehicles and owners are entered on type-written 8' x 5' white cards, which are contained in boxes and maintained alphabetically. Gasoline coupon records are maintained on individually-completed green 8' x 5' cards (3AF fORM 43) and filed alphabetically.i.d. windscreen stickers registered in log, showing name of individual and sticker number allocated.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purposes of the maintenance of records are (1) to establish strict control over persons entitled to acquire tax-free vehicles; (2) to ensure entitled personnel do not obtain gasoline coupons in excess of their entitlement, and (3) for purposes of inspection by officers of Her Majesty's Commissioners of Customs and Excise, United Kingdon, with whom the tax free vehicle and gasoline program was originally negotiated by the U. S. military authorities. Access to records is available to accredited members of the Naval Investigative Services Office upon request.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

All vehicle and gasoline records maintained on 8' by 5' cards. I. D. Stickers listed numerically in register.

RETRIEVABILITY:

Name.

SAFEGUARDS:

Records held in file cabinets in space maintained by Law Center personnel when unsecured and locked when not so monitored.

RETENTION AND DISPOSAL:

All records maintained for duration of tour of personnel concerned. Thereafter destroyed when vehicle shipped out of the country or scrapped. Gas coupon records destroyed upon turn-in of unused coupons on departure of personnel.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, U. S. Naval Activities, UK (Staff Judge Advocate)

NOTIFICATION PROCEDURE:

Individuals presenting a valid military identification card or Department of Defense identification at the Office of the Staff Judge Advocate, U. S. Naval Activities, U. K., can obtain viewing of all records pertaining to themselves. No procedures exist for providing this type of information by mail, nor is it normally required by individuals.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Application by member.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N10140-3

SYSTEM NAME:

Individual Merchandise Control Record

SYSTEM LOCATION:

Merchandise Control Offices:
U. S.Naval Station, Subic Bay, RP
U. S.Naval Air Station, Cubi Point, RP
U. S. Naval Communications Station Philippines, San Miguel, RP, and 3D Combat Support Group, Clark Air Base, RP.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual records are maintained on each person issued a ration card for purchasing purposes at the various bases in the Philippines.

CATEGORIES OF RECORDS IN THE SYSTEM:

Purchases of individuals while attached for duty and authorized to buy items during their tenure in the Philippines.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Military Bases Agreement and subsequent exchange of notes between the Governments of the United States of America and the Republic of the Philippines.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by Department of the Navy personnel in their duties related to: monitoring the purchases of individuals to insure they are not over expending their purchase limitations or abusing their tax-free privileges afforded them, plus, identify any possible blackmarketeering.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders

RETRIEVABILITY:

Name

SAFEGUARDS:

Only authorized employees allowed access to files, locked cabinets.

RETENTION AND DISPOSAL:

If no violations during tour - destroyed immediately upon detachment; if minor violations - destroyed after three months of detachment; if permanent revocation of privileges invoked - record kept indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Merchandise Control Officers, U.S.Naval Station, Subic Bay; U.S.Naval Air Station, Cubi Point; U.S. Naval Communcations Station Phil, San Miguel, RP, and 3D Combat Support Group, Clark Air Base, RP.

NOTIFICATION PROCEDURE:

Individual must fill out merchandise control information form upon requesting a ration card be issued. Info provided merchandise control officers. Requester must provide merchandise control officer with his name, rank/rate/GS rating, marital status, number of dependents, age of dependents, name of parent command attached to in the Phillipines, social security number, name of dependents; individual can visit merchandise control office applicable to their command for record maintenance. Military ID card required.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Personal data of individual and dependents

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N10140-4

SYSTEM NAME:

USAREUR/USAFE Ration Card

SYSTEM LOCATION:

U.S. Naval Radio Station, FPO New York 09516.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

USN personnel and their dependent wives and children over 18 years of age, who are stationed at U.S. Naval Radio Station, FPO New York 09516.

CATEGORIES OF RECORDS IN THE SYSTEM:

File sheet with members name, rate, serial no., and organization assigned. Also if member is single or married.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301, Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Reference as to who is holding a ration card.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

Name.

SAFEGUARDS:

Locked safe in Admin Office and a 24 hour security watch.

RETENTION AND DISPOSAL:

Records are maintained as long as member retains ration card. After transfer records are burned.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer, U.S. Naval Radio Station, FPO New York 09516 is overall policy official with the Administrative Officer, U.S. Naval Radio Station, FPO New York 09516 as the subordinate holder.

NOTIFICATION PROCEDURE:

Inquiries sould be addressed to U.S. Naval Radio Station, FPO New York 09516, giving full name and social security number, and personal visitors must have valid military I.D. or, if no longer in the military, have other valid identification such as a driver's license. Visitors may come to the Administrative Office at the address given under SYSMANAGER.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Applicable U.S. Serviceman.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N10140-6

SYSTEM NAME:

Gasoline Ration System

SYSTEM LOCATION:

Officer in Charge, U.S. Naval Weapons Facility, Detachment, FPO New York 09515

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel stationed aboard NAVWPNSFACDET Machrihanish who own private vehicles and wish to purchase Navy Exchange Gasoline.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record on each individual contains information on: vehicle description; dates of vehicle insurance, inspection and tax; United Kingdom address of individual and amount of gasoline allowed.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used by Transportation Officer to allocate ration coupons to authorized pesonnel.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Index cards in holder.

RETRIEVABILITY:

Name

SAFEGUARDS:

Locked in combination safe in an office which is locked when unmanned. Only Transportation Officer knows combination to safe.

RETENTION AND DISPOSAL:

Records are destroyed by shredding or burning approximately one year after transfer of individual.

SYSTEM MANAGER(S) AND ADDRESS:

Officer in Charge, U.S. Naval Weapons Facility, Detachment, FPO New York 09515

NOTIFICATION PROCEDURE:

Individuals wishing to ascertain if records concerning them are still retained may contact the System Manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information concerning vehicles, insurance, inspection and tax is copied from the appropriate document as provided by the individual. Other information is received from the individual directly.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N10140-7

SYSTEM NAME:

Application for U.S. Navy Ration Permit

SYSTEM LOCATION:

Officer in Charge, U.S. Naval Weapons Facility, Detachment, FPO New York 09515

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel stationed at NAVWPNSFACDET Machrihanish desiring to utilize U.S. Navy Exchanges in the United Kingdom.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record includes: Name, rank/rate, SSN, date of birth (if under 18), and marital status of serviceman; location, name, relationship, date of birth (if under 18) and ID card number of dependents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5USC301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used to prepare ration cards used in U.S. Military Exchanges in the U.K. and to maintain a record in case of loss of those cards.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Index cards in file box.

RETRIEVABILITY:

Name

SAFEGUARDS:

Maintained in an office that is locked when unmanned.

RETENTION AND DISPOSAL:

Cards are destroyed by shredding or burning upon transfer of serviceman.

SYSTEM MANAGER(S) AND ADDRESS:

Officer in Charge, U.S. Naval Weapons Facility, Detachment, FPO New York 09515

NOTIFICATION PROCEDURE:

Records are held only on persnnel currently stationed at NAVAVNWPNSFAC Machrihanish who can enquire at the Administrative Office concerning the records.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

The information is provided by the serviceman.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N10570-1

SYSTEM NAME:

Pet Registration

SYSTEM LOCATION:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Owners of pets residing on Naval property.

CATEGORIES OF RECORDS IN THE SYSTEM:

Owner's name and pet tag.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide for registration of pets to ensure appropriate innoculations and assist in the identification of rightful owners.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tape.

RETRIEVABILITY:

Name, SSAN, Case number, organization.

SAFEGUARDS:

Access provided on a need to know basis only. Locked and/or guarded office.

RETENTION AND DISPOSAL:

Per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Apply to System Manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Veterinary records and statements provided by pet owners.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N11012-1

SYSTEM NAME:

Navy Personnel Billeting System (NPBS)

SYSTEM LOCATION:

Navy Regional Data Automation Center, San Diego (NARDAC), Naval Air, Station, North Island, San Diego, California 92135.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All bachelor military (officers and enlisted) and bachelor civilian personnel requesting berthing currently or in the future at a command where this system is installed may be covered by this system.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's social security number, name, duty station, forwarding address and home address.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 5031

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Department of the Navy responsible for the management of a BEQ/BOQ complex. The system is used for reporting status of berthing availability, furniture and maintenance associated with a BEQ/BOQ complex.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained on magnetic disk, magnetic tape, and hard copy reports.

RETRIEVABILITY:

Name and/or SSN.

SAFEGUARDS:

Access to computer room, software and storage media requires special positive identification clear through security department. System access from remote terminals is controlled by codes used site ID's.

RETENTION AND DISPOSAL:

An individual's reservation record is maintained on disk for six months and is then system deleted.

SYSTEM MANAGER(S) AND ADDRESS:

Naval Regional Data Automation Center, Requirements Analysis and Design Division, Code 41, Building 334, Naval Air Station, North Island, San Diego, California 92135.

NOTIFICATION PROCEDURE:

Information should be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information in this system comes from the individual to whom it applies in the form of navy messages and/or travel orders.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N11101-1

SYSTEM NAME:

Family Housing Assignment Application System

SYSTEM LOCATION:

All Navy activities with family housing assets.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military and civilian personnel eligible for or interested in occupying Navy family housing.

CATEGORIES OF RECORDS IN THE SYSTEM:

All applicants for family housing provide information to housing office at next duty assignment pertaining to personal data, e.g., name, address, rank/rate, social security number/service number, length of service, time remaining on active duty, data of rank, etc.; dependency data, e.g., total number in family, spouse, age and sex of dependents, etc.; and other pertinent housing information, e.g., last assignment, months involuntarily separated, special health problems, etc.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

All Navy family housing offices use data to determine individual's eligibility for family housing and notification for subsequent assignment to family housing or granting a waiver to allow occupancy of private housing. Data is used to determine and list individual's name on appropriate housing waiting list.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File Folders

RETRIEVABILITY:

By individual's name.

SAFEGUARDS:

Housing files within the housing office, used solely within the housing organization and protected by military installation's security measures. Individual may, upon request, have access to housing application form.

RETENTION AND DISPOSAL:

Data is retained until termination of housing occupancy and subsequently disposed of according to local records disposition instructions.

SYSTEM MANAGER(S) AND ADDRESS:

Bureau of Naval Personnel, PERS-71, 1000 North Glebe Road, Arlington, Virginia 20370

NOTIFICATION PROCEDURE:

Records are maintained by housing office at the Navy activity responsible for management of assets from data specifically provided by individual on DD Form 1646, Application for and Assignment to Military Family Housing. Individual may request access to such data upon proof of identity (ID card).

RECORD ACCESS PROCEDURES:

The agency's rules for access t records may be obtained from installation family housing office.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the installation family housing office.

RECORD SOURCE CATEGORIES:

Data collected from each applicable individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N11101-2

SYSTEM NAME:

Family Housing Requirements Survey Record System

SYSTEM LOCATION:

Military installations with family housing offices

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Officer and enlisted personnel and only key and essential civilian personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Non-individual oriented input documents that reflect local housing assets; family housing survey questionnaires indicating family size, individual preference for housing, housing cost, and indication as to suitability of housing for need of individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Department Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used to determine the housing requirement for the location to support proposed family housing construction, leasing, mobile home spaces and other military construction programs submitted for OSD support and Congressional approval.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape and file folders

RETRIEVABILITY:

Social Security Number.

SAFEGUARDS:

Housing files used solely within housing office; tape files used solely within data processing system; and protected by the military installation's security measures.

RETENTION AND DISPOSAL:

Held three years and destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Overall policy official: Naval Facilities Engineering Command, 200 Stovall Street, Alexandria, Virginia 22332. Subordinate record holders of questionnaires: family housing office at military installation.

NOTIFICATION PROCEDURE:

Contact housing office of installation at which individual was assigned when the individual completed the family housing questionnaire.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the installaton family housing office.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the installation family housing office.

RECORD SOURCE CATEGORIES:

Data collected from each applicable individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N11101-3

SYSTEM NAME:

Family Housing Mock Utility Billing System

SYSTEM LOCATION:

Ten test sites: Pacific Missile Test Center, Point Mugu, California; Construction Battalions Center, Port Huememe, California; Public Works Center, Great Lakes, Illinois; Marine Corps Development and Education Command, Quantico, Virginia; Fort Eustis, Virginia; Fort Gordon, Georgia; Marine Corps Air Station, Beaufort, South Carolina; Little Rock Air Force Base, Arkansas; Cannon Air Force Base, New Mexico; Yuma Proving Grounds, Arizona; Central Processing Site: Harry Diamond Laboratories, White Oak, Maryland.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and Civilian personnel occupying housing units selected at the ten test sites.

CATEGORIES OF RECORDS IN THE SYSTEM:

This system is to produce mock utility bills and management reports on the usage of gas, fuel oil, electricity, steam, propane, and hot water heat for a representative cross section of approximately 10,000 military family housing units. Information as to name, address, rank/rate, number of dependents, house phone number, account number and utility consumption will be maintained for a 15 month period.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Public Law 95-82 (Military Construction Authorization Act, 1978); 5 U. S. C. 301 Department Regulations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used to determine the feasibility of metering utility consumption in military family housing. Officials and employees of the Department of the Navy, Department of Defense and components thereof in the performance of their official duties related to the measuring of energy consumption in military family housing units. The Senate or the House of Representatives of the United States or any committee or subcommittee thereof on matters within their jurisdiction requiring disclosure of files or records of individuals covered by this system of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Magnetic tape, disk, punched card, and file folders.

STORAGE:

Account number

RETRIEVABILITY:

Housing files are used solely within housing office; magnetic tape, punched card, and disk files used solely within the security measures.

SAFEGUARDS:

Held 5 years and destroyed by authority SECNAVINST P5212.5B, para. 11300.

RETENTION AND DISPOSAL:

Naval Facilities Engineering Command 200 Stovall Street Alexandria, Va 22332

SYSTEM MANAGER(S) AND ADDRESS:

Records are maintained by the housing office at the service activities participating in the test. Individual may request access to such data upon presenting proof of identity (ID) card.

NOTIFICATION PROCEDURE:

The agency's rules for access to records may be obtained from the installation family housing office.

RECORD ACCESS PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

Data collected from each individual and utility consumption data obtained from monthly meter readings.

RECORD SOURCE CATEGORIES:

None

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N11101-4

SYSTEM NAME:

Station Housing Records

SYSTEM LOCATION:

All Navy installations with housing inventories and/or housing management responsibilities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel desiring housing or temporary lodging, and eligible DOD civilian employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

All records and data collected and maintained regarding individual housing or lodging needs; occupancy; furnishings inventory; housing condition reports; assignment and termination of housing; damage assessment; occupant and landlord relations and complaints; maintenance and repairs; waiting lists; inspections; quarters cost data; Congressional and Inspector General inquiries and responses; Servicemen's Mortgage Insurance Premiums payments; individual cost data for establishing and maintaining housing allowances; eligibility for homeowners' assistance; and entitlement for basic allowances for quarters (BAQ).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information secured, maintained, and essential for over-all operation and maintenance of the Navy housing program and servicing of personnel eligible for Navy family housing, temporary lodging, or services.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files; microform; or, if automated, on punched cards, magnetic tape, etc.

RETRIEVABILITY:

By individual's name or building and unit number.

SAFEGUARDS:

Housing files within the housing office, used solely with the housing organization and offices providing support to housing office, and protected by military installation's security measures. Individual may, upon request, have access to such data.

RETENTION AND DISPOSAL:

Retained in office files until termination of occupancy, obsolete, no longer needed for reference, or disposal of associated housing unit(s).

SYSTEM MANAGER(S) AND ADDRESS:

Appropriate Navy installation responsible for Navy housing inventory or housing support.

NOTIFICATION PROCEDURE:

Records are maintained by housing office at Navy installation responsible for management of assets or providing housing support. Individual may request access to such data upon proof of identity (ID card).

RECORD ACCESS PROCEDURES:

Installation rules for access to records may be obtained from installation housing office.

CONTESTING RECORD PROCEDURES:

The installation rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the installation system manager.

RECORD SOURCE CATEGORIES:

Data reported by or collected from occupants of housing or personnel provided housing support.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N11103-1

SYSTEM NAME:

Housing Referral Services Record System

SYSTEM LOCATION:

All Navy installations with housing referral offices

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel reporting to an installation who will be residing off-base desirous of seeking off-base housing.

CATEGORIES OF RECORDS IN THE SYSTEM:

Information is collected on DD Form 1668 from all military personnel reporting to a housing referral office as pertains to name, grade, branch of service, organization and location, local address; housing need, e.g., rental/sale, number of bedrooms, furnished/unfurnished, price range, etc.; number of dependents, male or female, and age; a list of housing referral services provided; and identification of member of racial or ethnic minority groups. Individuals provided referral assistance must in turn provide notification of housing selection by use of DD Form 1670 which includes such information as type of housing selected, e.g., location, temporary/permanent, rental/sale, cost, number of bedrooms; media through which housing was found, e.g., housing referral, realtor, newspaper, etc.; and satisfaction with selection, e.g., too small, too far; discrimination encountered; and satisfaction with housing referral services provided.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Department Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Referral offices use data to assist and counsel individuals in locating suitable housing off-base, used for follow-up purposes when written notification from individual is not provided as to ultimate location of housing; used for purposes of reporting statistics on field activity housing referral services; used to follow-up on availability of rental unit subsequent to occupant's receipt of PCS orders; and follow-up regarding tenant/landlord complaints.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File Folders

RETRIEVABILITY:

By individual's name

SAFEGUARDS:

Housing files within the housing referral or housing office, used solely within the housing organization and protected by military installation's security measures. Individual may upon request, have access to all such data.

RETENTION AND DISPOSAL:

Data is retained until individual's tour is completed and subsequently disposed of according to local records disposition instructions.

SYSTEM MANAGER(S) AND ADDRESS:

Naval Facilities Engineering Command (Code 08), 200 Stovall Street, Alexandria, Virginia 22332

NOTIFICATION PROCEDURE:

Records are maintained by housing referral offices at the Navy activity responsible for providing referral services for military personnel in the area. Individual may request access to records upon proof of identify (ID card).

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from installation family housing office.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the installation family housing office.

RECORD SOURCE CATEGORIES:

Data collected from each applicable individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N12290-1

SYSTEM NAME:

Record System for Civilian Employees of Nonappropriated Fund (NAF) Activities

SYSTEM LOCATION:

Primary System-Bureau of Naval Personnel, Washington, D.C. 20370; and local activity to which individual is assigned (see Directory of the Department of the Navy Mailing Addresses); National Personnel Records Center, St. Louis, Missouri 63132.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees of Nonappropriated Fund Activities under the cognizance of the Chief of Naval Personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence and records pertaining to performance, employment, pay, classification, security clearance, personnel actions, medical, insurance, retirement, tax withholding information, exemptions, unemployment compensation, employee profile, education, benefits, discipline and administration of nonappropriated fund civilian personnel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301, Department Regulations
Public Law 92-392
Fair Labor Standards Act, as amended

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Department of the Navy in the performance of their official duties related to the management, supervision and administration of nonappropriated fund civilian personnel.

Officials and employees of other components of the Department of Defense in the performance of their official duties related to the management, supervision and administration of nonappropriated fund civilian personnel.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch Agencies.

The Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office relating to management, supervision and administration of Nonappropriated Fund civilian personnel.

The Senate or the House of Representatives of the United States or any committee or subcommittee thereof, on matters within their jurisdiction requiring disclosure of the files or records of Nonappropriated Fund civilian personnel. Such civilian contractors and their employees are or may be operating in accordance with an approved, official contract with the U.S. Government. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records may be stored on magnetic tapes, disc, drums and on punched cards.

Manual records may be stored in paper file folders, mirofiche, or microfilm.

RETRIEVABILITY:

Records may be retrieved by name, social security account number and/or activity number.

SAFEGUARDS:

Computer and punched card progessing facilities are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need to know.

RETENTION AND DISPOSAL:

Records are retained or disposed of in accordance with SECNAVINST P5212.5b, subj: Disposal of Navy and Marine Corps Records, or Departmental Regulations.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Personnel, Department of the Navy, Washington, D.C. 20370

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to: Chief of Naval Personnel, (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370; or, in accordance with the Directory of the

Department of the Navy Mailing Addresses (i.e., local activities).

The letter should contain full name, social security number, activity at which employed, and signature of the requestor.

The individual may visit the Chief of Naval Personnel, Arlington Annex (FOB#2), Rm 1066, Washington, D.C. for assistance with records located in that building; or the individual may visit the local activity to which attached for access to locally maintained records.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Officials and employees of the Department of the Navy and Department of Defense in the performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; previous employers; educational institutions; employment agencies; civilian and military investigative reports; general correspondence concerning individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N12290-2

SYSTEM NAME:

Models for Organizational Design and Staffing (MODS)

SYSTEM LOCATION:

Chief of Naval Operations (OP-16), and Navy Department Staff, Headquarters, and field activities employing civilians; also at contractor facilities; mailing addresses are provided in the Navy Department directory published in the Federal Register.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy civilian employees paid from appropriated funds.

CATEGORIES OF RECORDS IN THE SYSTEM:

Automated and manual files contain information on individual's proficiencies and knowledges as reported in self-evaluation questionnaires vouchered by the supervisor, as well as data on the requirements of specific jobs submitted by the supervisor.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C. 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Department of the Navy in the performance of their official duties related to testing the operational usefulness of a staffing. Officials and employees of the Office of Personnel Management in the performance of staffing. Officials and employees of the Civil Service Commission in the performance of their official duties related to evaluation of civilian manpower programs. University of Texas faculty and students working under a contract relating to MODS to monitor progress of research study. Carnegie-Mellon University faculty and students working under Navy contract relating to MODS to assist in research project.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tape and drum, and optical scanner forms and computer printouts.

RETRIEVABILITY:

Accessed by social security number.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Records are retained so long as personnel continue to work at same activity.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Operations (OP-14), Department of the Navy, Washington, D.C. 20350.

NOTIFICATION PROCEDURE:

Request by correspondence should be addressed to the Chief of Naval Operations (OP-14), Department of the Navy, Washington, D.C. 20350 or Manpower Management, Department of the Navy, Washington, D.C. 20390 or to the head of the Navy activity at which the individual is or was employed. Written requests for information must contain full name of individual, current verbal information that could be verified

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

First-line supervisors and personnel automated data system (PADS).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N12300-1

SYSTEM NAME:

Employee Assistance Program Case Record System

SYSTEM LOCATION:

Chief of Naval Operations (Code 14), Department of the Navy and Designated Contractors; Navy Civilian Personnel Command (NCPC), NCPC Field Division; and navy staff, Headquarters and Field Activities employing civilians. Mailing addresses are provided in the Department of the Navy Directory, published in the Federal Register.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees in appropriated and non-appropriated fund activities who are referred by management for, or voluntarily request, counseling assistance.

CATEGORIES OF RECORDS IN THE SYSTEM:

System is comprised of case records on employees who are patients (counselees) which are maintained by individual counselors and consist of information on condition, current status, and progress of employees or dependents who have alcohol, drug, emotional, or other personal problems.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Drug Abuse Office and Treatment Act of 1972, as amended by Public Law 93-282 (21 U.S.C. 1175); Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, as amended by Public Law 93-282 (42 U.S.C. 4582); Subchapter A of Chapter I, Title 42, Code of Federal Regulations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by the Navy counselor in the execution of his counseling function as it applies to the individual patient (counselee). With specific, written authority of the patient, selected information may be provided to and used by other counselors or medical personnel, research personnel, employers, patient representatives such as legal counsel, and to other agencies or individuals when disclosure is to the patient's benefit, such as for processing retirement applications.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Case records are stored in paper file folders.

RETRIEVABILITY:

By employee name or by locally assigned identifying number.

SAFEGUARDS:

All records are stored under strict control. They are maintained in spaces normally accessible only to authorized persons, normally in locked cabinets.

RETENTION AND DISPOSAL:

Records are purged of patient identifying information within five years after termination of counseling.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Operations (OP-14), and employee assistance program Administrators at Department of the Navy Staff, headquarters and field activity levels.

NOTIFICATION PROCEDURE:

Request by correspondence should be addressed to the Chief of Naval Operations (OP-14) or to the appropriate employee assistance program administrator. The letter should contain the full name and signature of the requester and the approximate period of time, by date, during which the case record was developed.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Counselors; other officials, individuals or practitioners; and other agencies both in and outside of Government.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N12593-1

SYSTEM NAME:

Living Quarters and Lodging Allowance

SYSTEM LOCATION:

Overseas organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Appropriated and non-appropriated fund U.S. civilian employees eligible for allowance.

CATEGORIES OF RECORDS IN THE SYSTEM:

Employee's name, grade, address, rent and utility expenses, living quarters and lodging allowance, and name of family and/or members.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive order number 10903 of 9 January 1961, executive order number 10970 of 27 October 1961, executive order number 10853 of 27 November 1959, and executive order number 10982 of 25 December 1961, as implemented by State Department regulation.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by civilian personnel office to record employee's living quarters or temporary lodging allowance entitlement. Other users include Naval Supply Depot Payroll Office, the employing office, disbursing office; Commander, Fleet Activities FPO Seattle 98762; and the U.S. Department of State.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

File folders maintained by surname.

SAFEGUARDS:

Personnel screening and visitor control.

RETENTION AND DISPOSAL:

Files retained for a period of two years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Overseas commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

A copy of living quarters allowance is provided to each employee.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Official personnel files.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N12711-1

SYSTEM NAME:

Labor Management Relations Records System

SYSTEM LOCATION:

Chief of Naval Operations (Code 14), Department of the Navy and Designated Contractors; Navy Civilian Personnel Command (NCPC), NCPC Field Division; and navy staff, headquarters and field activities employing civilians. Mailing addresses are provided in the Department of the Navy Directory, published in the Federal Register.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy civilian employees paid from appropriated and non-appropriated funds, who are involved in a grievance which has been referred to an arbitrator for resolution; Navy civilian employees involved in the filing of an Unfair Labor practice complaint which has been referred to the Federal Labor Relations Authority; union officials; union stewards; and representatives.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records comprise: Manual files, maintained in paper folders, manually filed by type of case and case number (not individual). Folder contains all information pertaining to a specific arbitration case or specific Unfair Labor

Practice with whom Navy has dealings; field activities maintain manual roster of local union officials and union stewards.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 7101-7135

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Department of the Navy in the performance of their official duties related to the Labor-Management Relations Program, e.g.: administration/implementations of arbitration awards; interpretation of P.L. 95-454 through 3rd party case decisions; national consultation and other dealings with recognized unions, representatives of the Office of Personnel Management on matters relating to the inspection, survey, audit, or evaluation of Navy Civilian Personnel Management Programs. The Comptroller General or any of his authorized representatives, in the course of the peformace of duties of the General Accounting Office relating to the Navy's Labor Management Relations Program. Officials and employees of other components of the Department of Defense in the performance of their official duties related to the administration of the Labor- Management Relations Program. A duly appointed hearing examiner or arbitrator for the purpose of conducting a hearing in connection with an employee's grievance. An arbritrator who is given a contract pursuant to a negotiated labor agreement to hear an employee's grievance.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual records are stored in paper folders.

RETRIEVABILITY:

Manual records are retrieved by case subject, case number, and/or individual employee names.

SAFEGUARDS:

All manual files are accessible only to authorized personnel having a need to know.

RETENTION AND DISPOSAL:

Case files are permanently maintained. Union official rosters are normally destroyed after a new roster has been established.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Operations (OP-14), Department of the Navy, Washington, D. C. 20390.

NOTIFICATION PROCEDURE:

Request by corresponent should be addressed to the Chief of Naval Operations (OP-14), Department of the Navy, Washington, D. C. 20390; field activities.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appeaing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Navy civilian personnel offices; arbitrator's office; office of the Assistant Secretary of Labor for Labor-Management Relations; union headquarters offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N12771-1

SYSTEM NAME:

Employee Grievances, Discrimination Complaints, and Adverse Action Appeals.

SYSTEM LOCATION:

Employee Appeals Review Board Ballston Tower 2 801 N. Randolph St. Arlington, Va. 22203

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Former and present civilian employees of the Department of the Navy, and applicants for employment with the Department of the Navy.

CATEGORIES OF RECORDS IN THE SYSTEM:

The case files contain background material on the act or situation complained of; the results of any investigation including affidavits and depositions; records of personnel actions involved; transcripts of hearings held; Examiners' reports of findings and recommended actions; advisory memoranda from CNO, BUPERS, DOD, SYSCOMS; SECNAV decisions; reports of actions taken by local activities; comments by EARB or local activities on appeals made to EEOC; EEOC decisions, Court decisions, Comptroller General decisions. Brief summaries of case files are maintained on index cards

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. Sections 1301, 3301, 3302, 7151-7154, 7301, and 7701

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

This information is used by the EARB to adjudicate cases. SYSCOMS, CNO and NCPC are internal users for informational/implementational purposes. EEOC is the other Government agency using this information. Pursuant to 5 U.S.C. 552a(b)(9), committees or subcommittees of either House of Congress are furnished the above information upon request. Individual members acting on behalf of the individual involved are supplied with copies of decisions and other appropriate background material. Grievants and appellants are furnished SECNAV decisions, with copies to their representatives. EEO complainants are furnished SECNAV decisions, with copies of the hearing transcripts and Examiners' reports; complainants' representatives are provided copies of SECNAV decisions and Examiners' reports. Activities involved are provided with copies of SECNAV decisions on grievances and appeals. Activities involved in EEO complaints are provided copies of SECNAV decisions, hearing transcripts, and Examiners' reports.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders and index cards.

RETRIEVABILITY:

Name

SAFEGUARDS:

Classified material kept in locked safe. Other materials are kept in file cabinets within the EARB Administrative Offices. Access during business hours is controlled by Board personnel. The office is locked at the close of business; the building in which the office is located employees security guards.

RETENTION AND DISPOSAL:

Case files maintained for one year and sent to the Washington National Records Center, 4205 Suitland Rd, Suitland, Md. 20409; and maintained for four years. EEOC decisions and index cards are retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Naval Council of Personnel Boards, Ballston Tower 2, 801 N. Randolph St., Arlington, VA 22203.

NOTIFICATION PROCEDURE:

Director, Naval Council of Personnel Boards, Ballston Tower 2, 801 N. Randolph St., Arlington, VA 22203. Must provide full name, employing office, and appropriate identification card.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information in the file is obtained from former and present civilian employees of the DON, applicants for employment with the DON, employing activities, EEOC, NCPC.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N12771-2

SYSTEM NAME:

Employee Relations Including Discipline, Employee Grievances, Complaints, etc.

SYSTEM LOCATION:

Chief of Naval Operations (OP-14), Naval Civilian Personnel Command (NCPC), NCPC Fields Divisions, Navy and Navy Staff Headquarters and Field Activities employing civilians, Commandant of the Marine Corps (Codes MPC-30/HQSG), and Marine Corps Field Activities employing civilians. Mailing addresses are provided in the Department of the Navy Directory, published in the Federal Register.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy and Marine Corps civilian employees, paid from appropriated funds serving under career, career-conditional, temporary and excepted service appointments on whom discipline, grievances, and complaints records exist, discrimination complaints of Navy and Marine Corps civilian employees, paid from approrpriated and non-appropriated funds, applicants for employment and former employees in appropriated and non-appropriated positions, appeals of Navy and Marine Corps civilian employees paid from appropriated funds. Filipino employee appeal case files ('Filipinos who are lawfully admitted residents.') Cases reviewed by CINCPAC under Filipino Employment Policy Instructions.

CATEGORIES OF RECORDS IN THE SYSTEM:

Manual files, maintained in paper folders, contain copies of documents and information pertaining to discipline, grievances, complaints, and appeals. Management operation record system consisting of manual file maintained by immedicate supervisors and high level managers concerning employee performance, capability, informal discipline, attendance, leave and tardiness, work assignments, and similar work related employee records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 9830, Amending the Civil Service Rules and Providing for federal personnel administration, amended by Executor Order 10577 and Executive Order 12106; Executive Order 12107; 5 USC 1205,1206,1302,3301,3302,7105,7512, relevant portions of the Civil Service Reform Act, P.L. 95-454; 42 U.S.C. Sec 2000e-116 et seq.; Equal Employment Opportunity Act of 1972, P.L. 93-259, amendment to the Fair Labor Standards Act, 29 U.S.C. Sec 201, et seq.; Age Discrimination and Employment Act, 29 U.S.C. Sec 633a; the Rehabilitation Act of 1978 as amended, 29 USC 791,794a.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials of the Department of the Navy in the performance of their official duties related to the management of civilian employees in the processing, administration, and adjudication of discipline, grievances, complaints, appeals, litigation, and program evaluation. Representatives of the United States Office of Personnel Management on matters relating to the inspection, survey, audit or evaluation of Navy and Marine Corps civilian personnel management programs or personnel actions, or such other matters under the Jurisdiction of the Office of Personnel Management. Appeals officers and complaints examiners of the Merit Systems Protection Board and Equal Employment Opportunity Commission for the purpose of conducting hearings in connection with employees appeals from adverse actions and formal discrimination complaints. The Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office relating to the Navy's civilian manpower management programs. The Attorney General of the United States or his authorized representatves in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies. The Senate or the House of Representatives of the United States or any member, committee or subcommittee of joint committees on matters within their jurisdiction relating to the above programs. The records may also be used to disclose information to any source from which additional information is requested in the course of processing a grievance or appeal to the extent necessary to identify the individual, inform the source of the purpose(s) of the request and identify the type of information requested. The records may also be used to disclose information to a federal agency in response to it's request in connection with the hiring or retention of an employee, the issuance of a security clearance, the conducting of a security or suitability investigation of an individual, the classifying of jobs, the letting of a contract or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary. The records may be used by the National Archives and Records Service (General Services Administration) in records management inspection conducted under authority of 5 U.S.C. 2904 and 2906. The records may be used to disclose, in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in the pending judicial or administrative proceeding. The records may also be used to provide information to officials of labor organizations recognized under the Civil Service Reform Act when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices and matters affecting working conditions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual records are stored in paper folders.

RETRIEVABILITY:

Manual records are filed by last name.

SAFEGUARDS:

All records are stored under strict control, and are available only to

authorized personnel having a need to know.

RETENTION AND DISPOSAL:

Manual records are destroyed upon separation of the employee from the activity, or in accordance with appropriate record disposal schedule.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Operations (OP-14), Department of the Navy, Washington, D.C. 20350. For the Marine Corps civilian personnel, the Commandant of the Marine Corps (Code M), HQS, US Marine Corps (Arlington Annex), Washington, DC 20380

NOTIFICATION PROCEDURE:

Request of correspondence should be addressed to the Chief of Naval Operations (OP-14), Department of the Navy, Washington, D.C. 20350, or the Commandant of the Marine Corps (Code M), HQS, US Marine Corps (Arlington Annex), Washington, DC 20380, commanding officers or heads of navy staff hqs and field activities. The letter should contain the full name, social security number, and signature of the requester. The individual may visit the Chief of Naval Operations (OP-14), of the Navy or USMC activity at which he or she is employed.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from SYSMANAGER.

RECORD SOURCE CATEGORIES:

Supervisors or other appointed officials designated for this purpose.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N12930-1

SYSTEM NAME:

Industrial Relations Personnel Records

SYSTEM LOCATION:

Commander, Navy Resale and Services Support Office, Fort Wadsworth, Staten Island, N.Y. 10305 (Central Offices for all Navy Exchanges). Personnel records of employees of the central office and in the Navy Resale System activities employing Civilians paid from non-appropriated funds.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian Employees, former civilian employees and applicants for employment with the Navy Resale and Services Support Office and Navy Exchanges located worldwide. Employee categories paid from non-appropriated funds are: regular full time, regular part-time, temporary full time, temporary part-time and intermittent.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personnel jackets, including but not limited to: Personnel Information Questionnaire, Personnel Action; Certification of Medical Examination; Indoctrination Checklist; Designation of beneficiary; death benefit; leave records; report of accident; notice of excessive absence and tardiness and warnings; disciplinary actions; certified record of court attendance; certified copy of completed military orders for any annual duty tours with recognized reserve organizations; employee job description; tuition assistance records; examination papers and tests, if any; evidence of date of birth, where required; official letters of commendation; cash register overage/shortage records; report of hearings and recommendations relative to employee grievances; official work performance rating; designation of beneficiary for unpaid compensation; reference check records; applicant files; employee profiles; personnel security information (including copies of NSA and NIS reports); travel requests,travel allowance and claims record; transportation agreements; employee affidavit; privilege card application, work assignments, work performance capability, counseling records, work-related records, training records including courses, type and completion dates; and related data.

Labor and Employee Relations Records include: Notices of excessive absence, tardiness and warnings; disciplinary actions; unsatisfactory work performance evaluations; grievances, appeals, complaint and appeal records; reports of potential grievances and appeals; congressional correspondence; investigative reports and summaries of personnel administrative actions; data relating to Quality Salary Increase, Superior Accomplishment Recognition Awards, Beneficial Suggestions and similar awards; and personnel listings of the aforementioned services.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 and 10 USC 5031.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide a basis by which an employee or an applicant may be determined to be suitable for employment, transfer, promotion or retention in employment; for verification of employment; to provide a record of travel performed and verification that the employees receive proper renumeration for the travel performed; to insure employees received timely consideration in the processing of work/appraisals and salary increases; for recognition of accomplishments and contributions by employees, and in the processing, administration, and adjudication of discipline, grievances, complaints, appeals, litigation, and program evaluation. Also used by representatives of the United States Office of Personnel Management (OPM) on personnel matters under the jurisdiction of OPM; used by appeals officers and complaints examiners of the Equal Employment Oppurtunity Commission for the purpose of conducting hearings in connection with employees' appeals from adverse actions and formal discrimination complaints; used by the Comptroller General or any of his authorized representatives in the course of performance of duties of the General Accounting Office relating to Navy's civilian management programs; used by the Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies.

The records may be used to disclose information to any source from which additional information is requested in the course of processing a grievance to the extent necessary to identify the individual, inform the source of the purpose of the request and identify the type of information requested. The records may also be used to disclose information to a federal agency in response to its request in connection with the hiring or retention of an employee, the issuance of a security clearance, the conducting of a security or suitability investigation of an individual, the classifying of jobs, the letting of a contract or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary. The records may be used by the National Archives and Records Service (GSA) in records management

inspection conducted under authority of 44 USC 2904 and 2906. The records may be used to disclose, in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in pending judicial or administrative proceeding. The records may also be used to provide information to officials of labor organizations recognized under the Civil Service Reform Act when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices and matters affecting working conditions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The media in which these records are maintained vary, but include: file folders; magnetic tapes; disks; punch cards; rolodex files; cardex files; ledgers; and printed reports.

RETRIEVABILITY:

Name and/or social security number; employee payroll number.

SAFEGUARDS:

Locked desks in supervisor's office and also locked cabinets in locked offices supervised by appropriate personnel; supervised computer tape library which is accessible only through the Computer Center (entry to the computer center is controlled by a combination lock known by authorized personnel only; security guards.

RETENTION AND DISPOSAL:

Current employee records remain on file at the appropriate personnel offices; records on former employees are retained for one year and then forwarded to the Federal Records Center, St. Louis, Mo. for retention of permanent papers and destruction of temporary papers. Applicant files are retained for one year. Navy Exchange records retention standards are contained in the Disposal of Navy and Marine Corps Records Part II, chapters 3 and 5 in the Navy Exchange Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Policy Official Commander Navy Resale and Services Support Office Fort Wadsworth Staten Island, N.Y. 10305

Record Holder Manager, Recruitment and Employment (IRD3) Navy Resale and Services Support Office Fort Wadsworth Staten Island, N.Y. 10305

NOTIFICATION PROCEDURE:

Written contact may be made by addressing inquiries to: Commander Navy Resale and Services Support Office Fort Wadsworth Staten Island, N.Y. 10305

In initial inquiry, the requester must provide full name, social security number, activity where last employed or where last application for employment was filed. A list of other offices the requester may visit will be provided after initial contact is made at the office listed above. At the time of a personal visit, requester must provide proof of identity containing the requester's signature.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

The individual to whom the record pertains; current and previous supervisors/employers; other records of the activity concerned; counseling records and comparable papers; educational institutions; applicants; applicant's previous employees; current and previous associates of the employee named by the employee as references; other records of activity investigators; witnesses; correspondents; investigative results and information provided by appropriate investigative agencies of the Federal Government.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N12930-2

SYSTEM NAME:

Area Coordinator Information and Operation Files

SYSTEM LOCATION:

Chief of Naval Operations (Code 16), Department of the Navy and Designated Contractors; Navy Civilian Personnel Command (NCPC), NCPC Field Division; and navy staff, headquarters, and field activities employing civilians. Mailing addresses are provided in the Department of the Navy Directory published in the Federal Register.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees, paid from appropriated and non-appropriated funds, military personnel or private citizens affected by or involved in action of area coordination significance, and speakers, specialists and other interested participants.

CATEGORIES OF RECORDS IN THE SYSTEM:

System is composed of but not limited to records compiled in accordance with regulations, correspondence regarding status of EEO investigations, index file of program administration and interested participants including ad hocs, summaries compiled for budget administration, biographies of speakers or of key officials obtained from individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S.C. 301, Departmental Regulations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Department of the Navy in the performance of their official duties related to the management of civilian employees or of special programs. Representatives of the Office of Personnel Management on matters relating to the inspection, survey, audit or evaluation of Navy civilian pesonnel management programs, or personnel actions, or such other matters under the jurisdiction of OPM. The Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office relating to the Navy's civilian manpower management programs. The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies. Officials and employees of other components of the Department of Defense in the performance of their official duties related to the management of special programs or subject. Officials and employees of other Departments and agencies of the Executive Branch of government upon request in the performance of their official duties related to the special programs or subject. A duly appointed Hearing Examiner or Arbitrator (an employee of another Federal agency) for the purpose of conducting a hearing in connection with an employee's grievance. An arbitrator who is given a contract pursuant to a negotiated labor agreement to hear an employee's

grievance. The Senate or the House of Representatives of the United States or any member, Committee or sub-committee thereof, any joint committee to Congress or sub-committee of joint committees on matters within their jurisdiction requiring disclosure of the files or records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in paper file folders, list finders, index cards, or logs or other indexing systems.

RETRIEVABILITY:

Records are retrieved by subject matter, or by name.

SAFEGUARDS:

Records are available only to authorized personnel having a need to know.

RETENTION AND DISPOSAL:

Records are retained for varying lengths of time as required by local regulations; some records may be maintained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Operations (OP-14), and the heads of Navy Staff, Headquarters, and field activities employing civilians. Addresses are provided in the Department of the Navy directory published in the Federal Register.

NOTIFICATION PROCEDURE:

Requests by correspondence or in person should be made to the Chief of Naval Operations (OP-14), or to the head of the nearest Navy activity or to the Navy activity with which the individual is employed or serves as a contact point or participates with in matters relating to the program of his interest. Correspondence should contain the full name, social security number and signature of the requestor. For personal visits, proof of identification will consist of a Department of Defense or Navy building pass or identification badge or drivers license or other types of identification bearing his signature or picture or by providing information which may be verified against the record. Addresses of these activities are in the directory of Department of the Navy mailing addresses.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Navy Civilian Personnel Offices and their representatives.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N12950-1

SYSTEM NAME:

Career Development Program for Communicators

SYSTEM LOCATION:

Commander Naval Telecommunications Command Naval Telecommunications Command (NAVTELCOM) Headquarters 4401 Massachusetts Avenue, N.W. Washington, D.C. 20390

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy civilian employees of NAVTELCOM in GS-393 series

CATEGORIES OF RECORDS IN THE SYSTEM:

Questionnaire completed by employees giving name, duty, work and education experience, birth date, grade level, telephone number (work)

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301, Departmental regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

By system managers of NAVTELCOM for implementing and managing the Career Development Program, Navy Office of Civilian Manpower Management similarly; Defense Department similarly; Civil Service Commission similarly;

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Name.

SAFEGUARDS:

Safes and vaults

RETENTION AND DISPOSAL:

Records destroyed by burning upon separation of employee

SYSTEM MANAGER(S) AND ADDRESS:

Commander Naval Telecommunications Command 4401 Massachusetts Avenue, N.W. Washington, D.C. 20390 Civilian Manpower Coordinator, NAVTELCOM, same address

NOTIFICATION PROCEDURE:

Provide name to Civilian Manpower Coordinator, address above, Room 138, with routine ID card, driver's license, etc.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Questionnaire completed by employee

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N12950-3

SYSTEM NAME:

Payroll and Employee Benefits Records

SYSTEM LOCATION:

Commander, Navy Resale and Services Support Office, 3rd Ave. and 29th St., Brooklyn, NY 11232 (for all Navy Exchanges) Commissory Store Operations as listed in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees and former civilian employees with the Navy Resale and Services Support Office and Navy Exchanges located world-wide. (Payroll and benefits information) Civilian employees and former civilian employees of Coast Guard exchanges, clubs and messes and US Navy civilian employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Distribution reports; tax reports; leave accrual reports; earnings records cards, payroll registers; insurance records and reports regarding property damage, personal injury or death, group life, disability, medical and retirement plan; payroll savings authorization; record of payroll savings; overtime authorization;

Treasury Department tax withholding exemption certificate.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 and 10 USC 5031

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by Department of the Navy personnel in the performance of their duties as follows: to calculate pay; prepare checks for distrubition; prepare deducation registers; leave records; to submit federal and state tax reports; to record contributions to benefit plans; to process all insurance claims; to provide information as required to the insurance carriers and U.S. Department of Labor, Bureau of Employees Compensation; to calculate retirement benefits upon request of employees;

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The media in which these records are maintained vary, but include: Magnetic tape files; card files; file folders; ledgers; and printed reports.

RETRIEVABILITY:

Name and/or social security number; employee job number; employee payroll number.

SAFEGUARDS:

Locked file cabinets; safes; locked offices which are supervised by appropriate personnel, when open; security guards; supervised computer tape library which is accessable only through the computer center (entry to computer center is controlled by a combination lock known by authorized personnel only).

RETENTION AND DISPOSAL:

Navy exchange records retention standards are contained in the 'Disposal of Navy and Marine Corps Records, Part II, Chapters 4 and 5.' and/or the Navy Exchange Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Policy Official Commander Navy Resale and Services Support Office 3rd Ave. and 29th St. Brooklyn, Ny. 11232

Record Holder Risk Manager Navy Resale and Services Support Office 3rd Ave and 29th St Brooklyn, Ny. 11232

Individual record holders within the central system may be contacted through the central system record holder.

NOTIFICATION PROCEDURE:

Written contact may be made by addressing inquiries to: Commander Navy Resale and Services Support Office 3rd Ave. and 29th St. Brooklyn, Ny 11232

In the initial inquiry the requester must provide full name, social security number, activity where last employed. A list of other offices the requester may visit will be provided after initial contact is made at the office listed above. At the time of a personal visit, requesters must provide proofof identity containing the requester's signature.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

The employee of former employee; payroll department; the employee's supervisor and the employee's physician or insurance carrier's physician.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N12950-4

SYSTEM NAME:

Naval Audit Personnel Development System

SYSTEM LOCATION:

Naval Audit Service Headquarters, P.O. Box 1206, Falls Church, Virginia, 22041

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel employed by the Naval Audit Service.

CATEGORIES OF RECORDS IN THE SYSTEM:

Employee audit experience and historical career development data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Audit task assignment and future career development; forecasting talent requirements.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape

RETRIEVABILITY:

Name, SSN

SAFEGUARDS:

Computer System Software; code word access.

RETENTION AND DISPOSAL:

Records retained until employee retires, is deceased, or leaves Audit Service for other employment; record is then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Naval Audit Service is overall policy official; Director, Education and Training Division has direct control; Naval Audit Service HQ, Falls Church, Va 22041

NOTIFICATION PROCEDURE:

Apply to System Manager

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual concerned. Standard civilian personnel files.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N12950-5

SYSTEM NAME:

Navy Automated Civilian Manpower Information System (NACMIS)

SYSTEM LOCATION:

Chief of Naval Operations (Code 16), Department of the Navy and Designated Contractors; Navy Civilian Personnel Command (NCPC), NCPC Field Divisions; and the Navy Regional Data Automation Center (NARDAC) and its designated contractors. The addresses of the activities are furnished in the Department of the Navy Directory published in the Federal Register.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Department of the Navy civilian employees paid from appropriated funds and Navy military personnel included in the automated training record segment of NACMIS.

CATEGORIES OF RECORDS IN THE SYSTEM:

The system comprises automated and non-automated records describing and identifying the employee (e.g., name, social security account number, sex, birth date, minority designator, citizenship, physical handicap code); the position occupied and the employee's qualifications; salary and salary basis; employee's status in relation to the position occupied and the organization to which assigned; tickler dates for impending changes in status; education and training records; previous military status; functional code; previous employment record; performance appraisal and other data needed for screening and selection of an employee; referral records; professional licenses and publications; and reason for position change or other action affecting the employee. The records are those found in the three modules of NACMIS which are: Training Information Management System (TIMS), Personnel Automated Data System (PADS); and Local Automated Personnel Information System (LAPIS).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 2951, Reports; 5 USC 301, Departmental Regulations; 5 USC 4103, Establishment of Training Programs; 5 USC 4118, Training; 5 USC 4115, Collection of Training Information; Executive Order 9397, Numbering System for Federal Accounts Relating to Individual Persons; Public Law 92-261, The Equal Employment Opportunity Act of 1972.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Department of the Navy in performance of their official duties related to the management and administration of the Department's civilian personnel and civilian manpower planning programs and in the design, development, maintenance and operation of the automated system of records; employees and officials of the Department of Defense where there exists a need-to-know in the performance of their official duties; employees and officials of the Office of Personnel Management (OPM) in the performance of their official duties. The Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office. The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of Executive Branch agencies. Officials and employees of other departments and agencies of the Executive Branch of government upon request in the performance of their official duties related to the screening and selection of candidates for vacant positions. Representatives of the United States Department of Labor on matters relating to the inspection, survey, audit or evaluation of the Navy's apprentice training programs or on other such matters under the jurisdiction of the Labor Department. Representatives of the Veterans Administration on matters relating to the inspection, survey, audit or evaluation of the Navy's apprentice and on-the-job training program. The Computer Systems Group Contractor (or other such contractor) and its employees for the purpose of card punch recording of data from employee personnel actions and training documents, or data collection forms and other documents. Employees and officials of the Naval Command Systems Support Activity and their designated contractors for the purpose of systems support. A duly appointed hearing examiner or arbitrator (an employee of another Federal agency) for the purpose of conducting a hearing in connection with an employee's grievance. An arbitrator who is given a contract pursuant to a negotiated labor agreement to hear an employee's grievance involving the disclosure of records. The Senate or the House of Representatives of the United States or any committee or sub-committee thereof, any joint committee of Congress or sub-committee of joint committees on matters within their jurisdiction requiring disclosure of the files or records of the Department's civilian personnel and manpower management program. An appointed complaints examiner for the purpose of conducting a hearing in connection with an employee's formal Equal Employment Opportunity (EEO) complaint. Officials and employees of schools and other institutions engaged to provide training. Employee unions when unions are authorized to canvas employees or at the time of a union election. Designated contractors of the Department of the Navy in performance of their duties with respect to equipment and system design, development, test and maintenance.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records are stored on magnetic tape, disc, drum and punched cards and computer printouts. Manual records are stored in paper file folders.

RETRIEVABILITY:

Information is retrieved by Social Security Account Number (SSAN), name, or by specific employee characteristics such as date of birth, grade, occupation, employing organization, tickler dates; a combination of data elements contained in the Training Information Management System (TIMS), on apprentice program master files; academic specialty or education level. Specific sub-groups of employees may be identified through the use of computerized indices. Manual records are retrieved by name.

SAFEGUARDS:

The computer facility and terminal are accessible only to authorized persons that have been properly screened, cleared and trained. Manual and automated records and computer printouts are available only to authorized personnel having a need-to-know. In the case of EEO data, output from the Chief of Naval Operations (OP-16) is authorized only by the Department of the Navy Director of Equal Employment Opportunity or his Deputy. Output from the activity minority census files must be authorized in writing by either the head of the activity or the activity's deputy EEO officer.

RETENTION AND DISPOSAL:

For TIMS and the apprentice programs the computer magnetic tapes are permanent. Manual records are maintained on a fiscal year basis and are retained for varying periods from 1 to 5 fiscal years. For the Department of the Navy's centrally-administered programs, files on selected candidates are maintained for 5 years (from date selection process is completed). Records of non-selected candidates are retained only for that period of time sufficient to permit appropriate review (usually less than 60 days). For PADS, computer magnetic tapes are retained permanently. Magnetic discs are erased after use. Computer printouts are destroyed after 3 months. Input documents (NAVSO12280/11) are destroyed after data is converted to machine readable form. Input punch cards are retained for 2 weeks. For career management computer magnetic

tapes and discs are erased 5 years after they are created; manual records are destroyed 2 years after the employee has been dropped from the career inventory. Manual records are destroyed upon separation of the employee from the activity. For LAPIS, records are maintained in an active status until a separation action on an employee is completed. Historical records for LAPIS are maintained for a maximum of 5 years.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Operations (OP-14), Department of the Navy and the commanding officers of the employee's activity.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the SYSMANAGER or to the civilian personnel officer under his cognizance. Requests must be accompanied by the individual's full name, social security number and name of employing activity. Requesters may visit the civilian personnel office of the naval activity covered by the system to obtain information. In such case proof of identity will consist of full name, social security account number and a third positive identification such as driver's license, Navy building pass or identification badge, birth certificate, Medicare card, etc. Address of the activity is furnished in the Department of the Navy directory of mailing addresses published in the Federal Register.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Categories of sources of records in the system are: the civilian personnel office of the employing activity; the payroll office; the security office of the employing activity; line managers, other designated officials and supervisors; the employee and persons named by the employee as references.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N12950-6

SYSTEM NAME:

Computer Assisted Manpower Analyses System (CAMAS)

SYSTEM LOCATION:

Chief of Naval Operations (Op-14), NDS, headquarters, and field activities employing civilians; mailing addresses are provided in the Navy Department directory published in the Federal Register.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy civilian employees paid from appropriated funds.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain records from the Personnel Automated Data System (PADS) which contain job related data including individual identification, location information, and salary.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C. 301 Departmental Regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Department of the Navy and contractor personnel in the performance of their official duties related to aggregate manpower planning, including calculating transition rates, forecasting number of retirements, and running models to determine the extent to which projected manpower requirements can be met.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tape and disc.

RETRIEVABILITY:

Accessed by social security number.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Operations (OP-14), Department of the Navy, Washington, D.C. 20390.

NOTIFICATION PROCEDURE:

Request by correspondence should be addressed to the Chief of Naval Operations (OP-14), Department of the Navy, Washington, D.C. 20350. Written requests for information must contain full name of the individual, current address and telephone number, and birth date and social security number.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Personnel Automated Data System (PADS)

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DIRECTORY OF

DEPARTMENT OF THE NAVY MAILING ADDRESSES

Assistance in obtaining any Navy mailing address not included in the following directory may be obtained from:

Chief of Naval Operations
(Op-09B1)
Navy Department
Washington DC 20350

Such assistance concerning any Marine Corps address may be obtained from:

Commandant of The Marine Corps
(Code M)
Washington DC 20380

ALASKA

Commanding Officer
Naval Arctic Research Laboratory
Barrow AK 99723

ARIZONA

Commanding Officer
Marine Corps Air Station
Yuma Arizona 85364

CALIFORNIA

Director
Navy Office of Information
Los Angeles Branch
11000 Wilshire Blvd Rm 10201
Los Angeles CA 90024

Commanding Officer

Naval Regional Medical Center
7500 Carson Street
Long Beach CA 90822
Commanding Officer
Naval Regional Dental Center
Long Beach CA 90822
Commanding Officer
Naval Legal Service Office
Naval Station
Long Beach CA 90822
Commanding Officer
Office of Naval Research
Branch Office
1030 East Green St
Pasadena CA 91106
Officer in Charge
Marine Corps Reserve Center
2727 Paloma St
Pasadena CA 91107
Commanding General
I Marine Amphibious Force FMF
Camp Pendleton CA 92055
Commanding General
Marine Corps Base
Camp Pendleton CA 92055
Commanding Officer
Naval Regional Dental Center
Camp Pendleton CA 92055
Commanding Officer
Naval Regional Medical Center
Camp Pendleton CA 92055
Commanding General
1st Marine Division FMF
Camp Pendleton CA 92055
Commanding General
4th Marine Division FMF
US Marine Corps Reserve
Camp Pendleton CA 92055
Director
Naval Audit Service
Western Region
1220 Pacific Highway
San Diego CA 92132
Commander
Naval Base
San Diego CA 92132
Commander
Naval Base San Francisco
Naval Base
San Diego CA 92132
Commander
Fleet Accounting And Disbursing Center
U.S. Pacific Fleet
San Diego CA 92132
Commanding Officer
Naval Education and Training Support Center Pacific
Fleet Station Post Office Bldg
San Diego CA 92132
Commander
Naval Reserve Readiness Command Region Nineteen
960 North Harbor Drive
San Diego CA 92132
Commanding Officer
Navy Manpower and Material Analysis Center
Pacific
San Diego CA 92132
Commanding Officer
Human Resource Management Center, San Diego
Naval Training Center
San Diego, CA 92133
Commanding Officer
Naval Regional Medical Center
San Diego CA 92134
Commanding Officer
Naval Air Station
North Island
San Diego CA 92135
Commanding Officer
Navy Regional Data Automation Center
Naval Air Station
North Island
San Diego CA 92135
Commander Naval Air Force
US Pacific Fleet
Naval Air Station North Island
San Diego CA 92135
Commanding Officer
Naval Alcohol Rehabilitation Center
Naval Station
San Diego CA 92136
Commanding Officer
Naval Legal Service Office
Naval Station
San Diego CA 92136
Commanding Officer
Naval Regional Dental Center
San Diego CA 92136
Commanding Officer
Naval Station
San Diego Calif 92136
Director
Navy Public Affairs Center
San Diego
Box 125 Naval Station
San Diego CA 92136
Commanding General
Marine Corps Recruit Depot
San Diego CA 92140
Commanding Officer
Naval Air Station
Miramar
San Diego CA 92145
Commanding Officer
Naval Drug Rehabilitation Center
Naval Air Station, Miramar
San Diego CA 92145
Commander Training Command
US Pacific Fleet
San Diego CA 92147
Commander
Naval Ocean Systems Center
San Diego CA 92152
Commanding Officer
Navy Personnel Research and Development Center
San Diego CA 92152
Commander Amphibious Group
Eastern Pacific
Naval Amphibious Base Coronado
San Diego CA 92155
Commanding Officer
Naval Amphibious Base Coronado
San Diego CA 92155
Commander
Naval Surface Force
US Pacific Fleet
San Diego CA 92155
Director, Western Field Division
Naval Civilian Personnel Command
Western Field Division
880 Front St
San Diego CA 92188
Commanding General
Force Troops
Fleet Marine Force Pacific
Marine Corps Base
Twentynine Palms CA 92278
Commanding General
Marine Corps Base
Twentynine Palms CA 92278
Commanding General
Marine Corps Logistics Base
Barstow CA 92311
Commander
Marine Corps Air Bases Western Area
Marine Corps Air Station
El Toro, Santa Ana CA 92709
Commanding General
Marine Corps Air Station El Toro
Santa Ana CA 92709
Commanding General
Marine Aircraft Wing 46
Marine Corps Air Station El Toro
Santa Ana CA 92709
Commanding Officer
Marine Corps Air Station (Helicopter)
Santa Ana CA 92710
Commanding Officer
Naval Air Station
Point Mugu CA 93042
Commander
Naval Weapons Center
China Lake CA 93555
Director
Defense Resources Management Education Center
Naval Postgraduate School
Monterey, CA 93940
Commanding Officer
Fleet Numerical Oceanography Center
Monterey CA 93940
Director
Manpower Research and Data Analysis Center
Naval Postgraduate School
Monterey, CA 93940
Superintendent
Naval Postgraduate School
Monterey CA 93940
Commanding Officer
Naval Air Station
Moffett Field CA 94035
Director
Navy Office of Information
San Francisco Branch
San Francisco CA 94130
Director
12th Marine Corps District

Naval Support Activity, Treasure Island
San Francisco CA 94130
Commanding Officer
Naval Legal Service Office
Naval Support Activity Treasure Is
Treasure Island
San Francisco CA 94130
Commanding Officer
Naval Regional Dental Center
San Francisco CA 94130
Commander
Naval Reserve Readiness Command
Region Twenty Bldg 1 NAVSUPPACT
Treasure Island
San Francisco CA 94130
Commanding Offier
Naval Air Station
Alameda Calif 94501
Commanding Officer
Navy Regional Data Automation Center
San Francisco
Naval Air Station
Alameda CA 94501
Commanding Officer
Naval Support Activity Mare Island
Vallejo CA 94592
Officer in Charge
Naval Biosciences Laboratory
Naval Supply Center
Oakland CA 94625
Commanding Officer
Naval Regional Medical Center
Oakland CA 94627
Officer in Charge
Marine Corps Reserve Training Center
Naval Communications Station
Rough and Ready Island
Stockton CA 95203

CONNECTICUT

Commanding Officer
Regional Accounting and Disbursing Center
Groton CT 06340
Commanding Officer
Naval Security Group Activity
Box 99
Naval Submarine Base New London
Groton CT 06340
Commanding Officer
Naval Submarine Medical Center
Naval Submarine Base New London
Groton CT 06340

DISTRICT OF COLUMBIA

Director
Marine Corps Institute
Marine Barracks
Washington DC 20003
Comptroller of the Navy
Navy Department
Washington DC 20350
Chief of Information
Navy Department
Washington DC 20350
Secretary of the Navy
Navy Department
Washington DC 20350
Chief of Legislative Affairs
Navy Department
Washington DC 20350
Under Secretary of the Navy
Navy Department
Washington DC 20350
Chief of Naval Operations
Department of the Navy
Washington DC 20350
Asst Secretary of the Navy
(Financial Management)
Navy Department
Washington DC 20350
Asst Secretary of the Navy
(Manpower & Reserve Affairs)
Navy Department
Washington DC 20350
Asst Secretary of the Navy
(Research, Engineering and Systems)
Navy Department
Washington DC 20350
Commander
Opnav Support Activity
Washington DC 20350
Commander
Naval Electronic Systems Command
Naval Electronic Systems Command
Headquarters
Washington DC 20360
General Counsel
Navy Department
Washington DC 20360
Chief of Naval Material
Navy Department
Washington DC 20360
Director
National Capital Region Facilities and Services Staff
Room 516 Crystal Plaza ¿6
Washington DC 20360
Commander
Naval Air Systems Command
Naval Air Systems Command
Headquarters
Washington DC 20361
Commander
Naval Sea Systems Command
Naval Sea Systems Command
Headquarters
Washington DC 20362
Commander
Naval Supply Systems Command
Naval Supply Systems Command
Headquarters
Washington DC 20376
Recorder
Board for Corrections of Naval Records
Navy Department
Washington DC 20370
Senior Member
Board of Decorations and Medals
Arlington Annex Room 3028
Navy Department
Washington DC 20370
Chief of Naval Personnel
Navy Department
Washington DC 20370
Commander
Naval Military Personnel Command
Navy Department
Washington DC 20370
Chief
Bureau of Medicine and Surgery
Navy Department
Washington DC 20372
President
Board of Inspection and Survey
Navy Department
Washington DC 20372
Director Consolidated
Civilian Personnel Office
Bldg 200 Washington Navy Yard
Washington DC 20374
Director
Department of Defense Computer Institute
Washington Navy Yard
Washinton DC 20374
Director
Field Support Activity
Washington Navy Yard
Washington, DC 20374
Commandant
Naval District Washington
Washington Navy Yard
Washington DC 20374
Director
Naval Historical Center
Washington Navy Yard
Washington DC 20374
Commanding Officer
Naval Legal Service Office
Washington Navy Yard
Washington DC 20374
Commander
Naval Reserve Readiness Command
Region Six
Washington Navy Yard
Washington DC 20374
Officer in Charge
Navy-Marine Corps Appellate Review Activity
Office of Judge Advocate General
Washington Navy Yard
Washington DC 20374
Officer in Charge
Navy Band
Washington Navy Yard
Washington DC 20374
Commander
Naval Data Automation Command
Washington Navy Yard
Washington DC 20374
Director
Navy Automatic Data Processing Selection Office
Washington Navy Yard
Washington DC 20374
Commanding Officer
Navy Regional Data Automation

Center Washington
Washington Navy Yard
Washington DC 20374
Chief
Navy-Marine Corps Trail Judicary
Washington Navy Yard
Washington DC 20374
Commanding Officer
Naval Research Laboratory
Washington DC 20375
Commander
Navy Accounting and Finance Center
Navy Department
Washington DC 20376
Commandant of the Marine Corps
Navy Department
Washington DC 20380
Commander
Naval Intelligence Command
4600 Silver Hill Road
Washington DC 20389
Commanding Officer
Naval Air Facility
Washington D C 20390
Superintendent
Naval Observatory
34th and Massachusetts Ave NW
Washington DC 20390
Commanding Officer
Naval Security Station
3801 Nebraska Ave NW
Washington DC 20390
Commander
Naval Telecommunications Command
4401 Massachusetts Ave N W
Washington DC 20390

FLORIDA

Commanding Officer
Regional Accounting and Disbursing Center
Jacksonville FL 32212
Commanding Officer
Navy Regional Data Automation Center Jacksonville
Naval Air Station
Jacksonville FL 32212
Commanding Officer
Naval Alcohol Rehabilitation Center
Naval Air Station
Jacksonville, FL 32212
Commander
Naval Base
Jacksonville FL 32212
Commanding Officer
Naval Legal Service Office
Naval Air Station
Jacksonville FL 32212
Commanding Officer
Naval Regional Dental Center
Jacksonville, FL 32212
Commander
Naval Reserve Readiness Command Region Eight
Bldg 90 Naval AR Station
Jacksonville FL 32212
Commanding Officer
Naval Regional Medical Center
Jacksonville FL 32214
Commanding Officer
Naval Coastal Systems Laboratory
Panama City FL 32407
Chief of Naval Education and Training
Naval Air Station
Pensacola FL 32508
Commanding Officer
Naval Aerospace Medical Institute
Naval Air Station
Pensacola FL 32508
Commanding Officer
Naval Education and Training Financial Information Processing Center
Naval Air Station
Pensacola, FL 32508
Commanding Officer
Management Information and Instructional Systems Activity
Pensacola FL 32508
Commanding Officer
Personnel Support Activity
Pensacola FL 32508
Commanding Officer
Navy Regional Data Automation Center
Naval Air Station
Pensacola FL 32508
Commanding Officer
Naval Legal Service Office
Naval Air Station
Pensacola, FL 32508
Commanding Officer
Naval Regional Dental Center
Pensacola, FL 32508
Director
Defense Activity for Non-Tradition Education Support
Pensacola FL 32509
Commanding Officer
Naval Education and Training Program Development Center
Pensacola FL 32509
Commanding Officer
Naval Aerospace and Regional Medical Center
Pensacola FL 32512
Commanding Officer
Naval Regional Dental Center
Orlando FL 32813
Commanding Officer
Naval Regional Medical Center
Orlando FL 32813
Commanding Officer
Naval Training Equipment Center
Orlando FL 32813
Commanding Officer
Naval Security Group Activity
Homestead FL 33039
Commanding Officer
Naval Regional Medical Clinic
Key West FL 33040

GEORGIA

Commanding Officer
Naval Air Station Atlanta
Marietta GA 30060
Director
6th Marine Corps District
75 Piedmont Ave NE
Atlanta GA 30303
Director
Navy Office of Information
Atlanta Branch
1459 Peachtree St Suite 300
Atlanta GA 30309
Commanding General
Marine Corps Logistics Base Atlantic
Albany GA 31704

HAWAII

Commander in Chief
US Pacific Fleet
Pearl Harbor HI 96860
Commander
Third Fleet
Pearl Harbor HI 96860
Commander
Naval Base Hawaii
Pearl Harbor HI 96860
Commander
Fleet Intelligence Center Pacific
Pearl Harbor HI 96860
Commanding Officer
Human Resources Management Center
Pearl Harbor
Pearl Harbor HI 96860
Commander Submarine Force
US Pacific Fleet
Pearl Harbor HI 96860
Commander
Naval Logistics Command
US Pacific Fleet
Pearl Harbor HI 96860
Commanding Officer
Naval Regional Dental Center
Pearl Harbor HI 96860
Commanding Officer
Navy Regional Medical Center
Pearl Harbor HI 96860
Commanding Officer
Naval Western Oceanography Center
Box 113
Pearl Harbor HI 96860
Commanding Officer
Navy Data Automation Facility
Pearl Harbor HI 96860
Director, Pacific Field Div
Naval Civilian Personnel Command
Pacific Field Division
Box 119
Pearl Harbor HI 96860
Commanding Officer
Naval Legal Service Office
Pearl Harbor HI 96860
Commanding General
Fleet Marine Force, Pacific

Camp H.M.Smith, HI 96861
Commanding Officer
Marine Corps Air Station
Kaneohe Bay HI 96863

ILLINOIS

Commanding Officer
Naval Air Station
Glenview IL 60026
Commander
Naval Base
Building 1
Great Lakes IL 60088
Commanding Officer
Naval Legal Service Office
Naval Training Center
Great Lakes IL 60088
Commanding Officer
Naval Regional Dental Center
Great Lakes IL 60088
Commanding Officer
Naval Regional Medical Center
Great Lakes IL 60088
Commander
Naval Reserve Readiness Command
Region Thirteen
Bldg 1 Naval Training Center
Great Lakes IL 60088
Commander
Navy Regional Finance Center
Great Lakes IL 60088
Director
Navy Office of Information
Chicago Branch
536 South Clark St Room 252
Chicago IL 60605
Commanding Officer
Office of Naval Research
Branch Office
536 S Clark St
Chicago IL 60605

KANSAS

Director
9th Marine Corps District
10000 West 25th Street
Shawnee Mission KS 66204
Commander
Naval Reserve Readiness Command
Region 18
Industrial Airport KS 66031

LOUISIANA

Commanding Officer
Naval Air Station
New Orleans LA 70146
Commanding Officer
Naval Regional Medical Center
New Orleans LA 70146
Commander
Naval Reserve Readiness Command
Region Ten
Bldg 11 Naval Support Activity
New Orleans LA 70146
Director
8th Marine Corps District
New Orleans LA 70146
Commanding Officer
Personnel Support Activity
Bldg 123
New Orleans LA 70146
Director
Naval Air Logistics Office
4400 Dauphne Street
New Orleans LA 70146
Commanding Officer
Navy Regional Data Automation Center
New Orleans
New Orleans LA 70146
Commanding Officer
Naval Support Activity
New Orleans LA 70146
Chief of Naval Reserve
New Orleans LA 70146
Commanding Officer
Naval Reserve Personnel Center
New Orleans LA 70149
Commanding Officer
Enlisted Personnel
Management Center
New Orleans LA 70159

MARYLAND

Commanding Officer
National Naval Dental Center
Bethesda MD 20014
Commanding Officer
National Naval Medical Center
Bethesda MD 20014
Commanding Officer
Naval Health Sciences Education and Training Command
National Naval Medical Center
Bethesda, MD 20014
Commanding Officer
Naval Medical Data Service Center
National Naval Medical Center
Bethesda MD 20014
Director
Naval Investigative Service
P.O. Box 16230
Suitland MD 20023
Commander
David W. Taylor Naval Ship Research and Development Center
Bethesda, MD 20084
Commander
Naval Polar Oceonography Center
Suitland MD 20390
Officer in Charge
Navy Special Services
Administrative Activity
Patuxent River MD 20670
Commanding Officer
Naval Security Group Activity
Fort George G Meade MD 20755
Superintendent
Naval Academy
Annapolis MD 21402
Commanding Officer
Naval Station
Annapolis MD 21402

MASSACHUSETTS

Director
Navy Office of Information
Boston Branch
575 Technology Square 8th Floor
Cambridge MA 02139
Commanding Officer
Naval Air Station
South Weymouth MA 02190
Commanding Officer
Office of Naval Research
Eastern/Central Regional Office
Boston MA 02210

MICHIGAN

Commanding Officer
Naval Air Facility Detroit
MT Clemens MI 48043

MINNESOTA

Commander Naval Reserve
Readiness Command Region Sixteen
Bldg 715
Minn-St Paul International Airport
Minneapolis MN 55450

MISSISSIPPI

Commanding Officer
Naval Air Station
Meridian MS 39301
Governor
Naval Home
01800 East Beach Blvd
Gulfport MS 39501
Commander
Naval Oceonography Command
NSTL Station
Bay St Louis MS 39520
Commanding Officer
Naval Ocean Research and Development Activity
National Space Technology Labs
Bay St Louis MS 39520
Commanding Officer
Naval Oceonographic Office
NTSL Station
Bay St Louis MS 39520

MISSOURI

Director
Marine Corps Automated Services Center
1500 E Bannister Rd
Kansas City MO 64131

Director
Marine Corps Reserve Forces
Administrative Center
1500 East Bannister Road
Kansas City MO 64131
Commanding Officer
Marine Corps Finance Center
Kansas City MO 64197

NEVADA

Commanding Officer
Naval Air Station
Fallon NV 89406

NEW JERSEY

Director
Naval Audit Service Northeast Region
Central Camden Parkade Bldg 215
30 North 5th Street
Camden NJ 08102

NEW YORK

Director
Navy Office of Information
New York Branch
663 Fifth Ave 3rd Floor
New York NY 10022
Counsel New York Branch
Office of the General Counsel
Department of the Navy
3rd Ave and 29th St
Brooklyn NY 11232
Officer in Charge
Navy Motion Picture Service
Bldg 311 Flushing Ave
Brooklyn NY 11251
Director
1st Marine Corps District
605 Stewart Ave
Garden City
Long Island NY 11533
Commander
Naval Reserve Readiness Command
Region Two Bldg 1
Scotia NY 12302

NORTH CAROLINA

Commander
Marine Corps Air Bases Eastern Area
Marine Corps Air Station
Cherry Point NC 28533
Commanding General
Marine Corps Air Station
Cherry Point NC 28533
Commanding General
2nd Marine Aircraft Wing
Marine Corps Air Station
Cherry Point NC 28533
Commanding Officer
Marine Corps Air Station
(Helicopter)
New River
Jacksonville N C 28540
Commanding General
Force Troops Atlantic
2D Force Service Support Group FMF
Camp Lejeune NC 28542
Commanding General
Marine Corps Base
Camp Lejeune NC 28542
Commanding Officer
Naval Regional Dental Center
Camp Lejeune NC 28542
Commanding Officer
Naval Regional Medical Center
Camp Lejeune NC 28542
Commanding General
2nd Marine Division FMF
Camp Lejeune NC 28542

OHIO

Director
Navy Family Allowance Activity
Anthony J. Celebrezze Federal Bldg.
1240 East 9th Street
Cleveland OH 44199
Commanding Officer
Navy Finance Center
Anthony J Celebrezze Federal Bldg
Cleveland OH 44199
Commander
Naval Reserve Readiness Command
Region Five Bldg 1033 USAAP
Ravenna OH 44266

PENNSYLVANIA

Commander
Naval Air Development Center
Warminster PA 18974
Commanding Officer
Naval Air Station
Willow Grove PA 19090
Commanding Officer
Naval Air Reserve Anti-Submarine
Warfare Training Center
Naval Air Station
Willow Grove PA 19090
Commander
Naval Base
Philadelphia PA 19112
Commander
Naval Base Boston
Philadelphia PA 19112
Commander
Naval Base New York
Philadelphia PA 19112
Commanding Officer
Naval Legal Service Office
Naval Base
Philadelphia PA 19112
Commanding Officer
Naval Regional Dental Center
Philadelphia, PA 19112
Commander
Naval Reserve Readiness Command
Region Four Bldg 662 Naval Base
Philadelphia PA 19112
Director Northern Field Div
Naval Civilian Personnel Command
Northern Field Division
Bldg 75-3 Naval Base
Philadelphia PA 19112
Director
4th Marine Corps District
Bldg 75 Naval Base
Philadelphia PA 19112
Commanding Officer
Naval Medical Material Support
Command
3500 South Broad St
Philadelphia PA 19145
Commanding Officer
Naval Regional Medical Center
17th St and Pattison Ave
Philadephia PA 19145

PUERTO RICO AND VIRGIN ISLANDS

Commanding Officer
Camp Garcia
Fleet Marine Force Atlantic
Vieques PR 00765

RHODE ISLAND

Commander
Naval Education and Training Center
Newport RI 02840
Commanding Officer
Naval Data Automation Facility,
Newport
Bldg 11 Naval Education and Training
Center
Newport RI 02840
Commanding Officer
Naval Legal Service Office
Naval Education and Training Center
Newport RI 02840
Commanding Officer
Naval Regional Dental Center
Newport RI 02840
Commanding Officer
Naval Regional Medical Center
Newport RI 02840
Commander
Naval Reserve Readiness Command
Region One Bldg 344
Naval Education and Training Center
Newport RI 02840
Commanding Officer
Naval Underwater Systems Center
Newport RI 02840
President
Naval War College
Newport RI 02840

SOUTH CAROLINA

Commander
Naval Base
Charleston SC 29408

Commanding Officer
Naval Legal Service Office
Naval Base
Charleston SC 29408
Commanding Officer
Naval Regional Dental Center
Charleston SC 29408
Commanding Officer
Naval Regional Medical Center
Charleston SC 29408
Commander
Naval Reserve Readiness Command
Region Seven
Naval Base
Charleston SC 29408
Commanding Officer
Naval Security Group Activity
Naval Base
Charleston SC 29408
Commanding Officer
Polaris Missile Facility
Atlantic
Charleston SC 29408
Commanding Officer
Marine Corps Air Station
Beaufort SC 29902
Commanding General
Marine Corps Recruit Depot
Parris Island SC 29905
Commanding Officer
Naval Regional Dental Center
Parris Island SC 29905

TENNESSEE

Commander
Naval Reserve Readiness Command
Region Nine
Bldg E34 Naval Air Station Memphis
Millington TN 38045
Commanding Officer
Naval Legal Service Office
Naval Air Station Memphis
Millington TN 38054
Commanding Officer
Naval Regional Medical Center
Memphis
Millington TN 38054
Chief of Naval
Technical Training
Naval Air Station
Memphis
Millington TN 38054

TEXAS

Director
Navy Office of Information
Dallas Branch Main Tower Bldg
1200 Main St Suite 230
Dallas TX 75202
Commanding Officer
Naval Air Station
Dallas TX 75211
Commander
Naval Reserve Readiness Command
Region Eleven
Bldg 11 Naval Air Station
Dallas TX 75211
Commanding Officer
Naval Air Station
Chase Field
Beeville TX 78102
Commanding Officer
Naval Air Station
Corpus Christi TX 78419
Chief of Naval Air Training
Naval Air Station
Corpus Christi TX 78419
Commanding Officer
Naval Legal Service Office
Naval Air Station
Corpus Christi TX 78419

VIRGINIA

Auditor General of the Navy P.O. Box
1206 Falls Church VA 22041
Director
Naval Audit Service Capital Region
PO Box 1206
Falls Church VA 22041
Director
Naval Audit Service Headquarters
PO Box 1206
Falls Church VA 22041
Commanding General
Marine Corp Development
and Education Command
Quantico VA 22134
Commanding Officer
Marine Security Guard Battalion
State Department
Quantico VA 22134
Commanding Officer
Human Resource Management Center
Washington
1000 North Glebe Road
Arlington VA 22201
Director
Naval Civilian Personnel Command
Department of the Navy
800 N. Quincy St
Arlington VA 22203
Director
Naval Council of Personnel Boards
801 N. Randolph St
Arlington VA 22203
Commander
Navy Recruiting Command
4015 Wilson Boulevard
Arlington VA 22203
Commanding Officer
Headquarters Battalion
Headquarters US Marine Corps
Henderson Hall
Arlington VA 22214
Commanding Officer
Marine Security Guard Battalion
Headquarters (State Department)
US Marine Corps Henderson Hall
Arlington VA 22214
Chief of Naval Research
800 North Quincy St
Arlington VA 22217
Commander
Naval Legal Service
Department of the Navy
200 Stovall Street
Alexandria VA 22332
Judge Advocate General
Navy Department
200 Stovall Street
Alexandria VA 22332
Commander
Naval Facilities Engineering
Command NAVFACENGCOM Hdqtrs
200 Stovall Street
Alexandria VA 22332
Commander
Naval Surface Weapons Center
Dahlgren VA 22448
Commanding Officer
Naval Security Group Activity
Northwest
Chesapeake VA 23322
Director
Naval Audit Service Southeast Region
5701 Thurston Ave
Virginia Beach VA 23455
Commanding Officer
Human Resource Management Center,
Norfolk
5621-23 Tidewater Drive
Norfolk, VA 23509
Commanding Officer
Atlantic Command Operations Support
Facility
Naval Station
Norfolk VA 23511
Commanding Officer
Camp Elmore
Marine Corps
Norfolk VA 23511
Commanding Officer
Naval Eastern Oceanography Center
Mcadie Bldg
Naval Air Station
Norfolk VA 23511
Commanding Officer
Fleet Accounting and Disbursing
Center U S Atlantic Fleet
Building 132 Naval Station
Norfolk VA 23511
Director
Fleet Home Town News Center
Norfolk VA 23511
Commanding Officer
Fleet Intellience Center
Europe and Atlantic
Norfolk VA 23511
Commanding General
Fleet Marine Force Atlantic/
Commanding General Fleet Marine
Force Europe (Designate)
Norfolk VA 23511
Commanding Officer
Naval Administrative Command
Armed Forces Staff College
Norfolk VA 23511
Commanding Officer
Naval Air Station
Norfolk VA 23511

Commanding Officer
Naval Alcohol Rehabilitation Center
Building J-50
Naval Station
Norfolk VA 23511
Commander
Naval Base
Norfolk VA 23511
Commanding Officer
Naval Education and Training
Support Center, Atlantic
Bldg Z-86, Naval Station
Norfolk VA 23511
Commanding Officer
Naval Legal Service Office
Naval Base
Norfolk VA 23511
Commanding Officer
Naval Regional Dental Center
Norfolk VA 23511
Commander
Naval Safety Center
Naval Air Station
Norfolk VA 23511
Commander
Naval Surface Force
US Atlantic Fleet
Norfolk VA 23511
Commanding Officer
Navy Manpower and Material
Analysis Center
Atlantic
Commander
Oceanographic System Atlantic
Box 100
Norfolk VA 23511
Director Southern Field Division
Naval Civilian Personnel Command
Southern Field Division
Norfolk VA 23511
Commanding Officer
Navy Regional Data Automation
Center
Norfolk
Norfolk VA 23511
Commander
Submarine Force
US Atlantic Fleet
Norfolk VA 23511
Commander in Chief
US Atlantic Fleet
Norfolk VA 23511
Commander Naval Air Force
US Atlantic Fleet
Norfolk VA 23511
Commander Training Command
US Atlantic Fleet
Norfolk VA 23511
Commanding Officer
Naval Ophthalmic Support and
Training Activity
Yorktown, VA 23690

WASHINGTON

Officer in Charge
Marine Corps Reserve Training Center
Naval Air Station
Seattle WA 98115
Commanding Officer
Naval Legal Service Office
Seattle WA 98115
Commander
Naval Reserve Readiness Command
Region Twenty-Two Bldg 9
Naval Support Activity
Seattle WA 98115
Commanding Officer
Naval Support Activity
Seattle WA 98115
Commanding Officer
Naval Regional Dental Center
Bremerton, WA 98314
Commanding Officer
Naval Regional Medical Center
Bremerton WA 98314
Commanding Officer
Strategic Weapons Facility, Pacific
Silverdale, WA 98383
Officer in Charge
Marine Corps Reserve Training Center
1702 Tahoma Avenue
Yakima WA 98920

APO/FPO ADDRESSES

Commanding Officer
US Naval Air Facility
Chief
Navy Technical Assistance Field
Team Box 2501
APO New York 09205
Commanding Officer
US Naval Security Group Activity
APO New York 09240
Commanding Officer
TUSLOG Detachment 28
APO New York 09324
Commander
US Naval Forces Azores
APO New York 09406
Commanding Officer
US Naval Air Facility
APO New York 09406
Commanding Officer
US Naval Security Group Activity
APO New York 09406
Commanding Officer
US Naval Security Group Activity
APO New York 09458
Commander
Amphibious Group 2
FPO New York 09501
Commander
Antisubmarine Warfare Force
US Sixth Fleet
FPO New York 09501
Commander
Attack Carrier Striking Force
Sixth Fleet
FPO New York 09501
Commander
Middle East Force
FPO New York 09501
Commander
Second Fleet
FPO New York 09501
Commander
Sixth Fleet
FPO New York 09501
Commander
South Atlantic Force
US Atlantic Fleet
FPO New York 09501
Commander in Chief
US Naval Forces Europe
FPO New York 09510
US Commander
Eastern Atlantic
FPO New York 09510
Counsel
European Branch
Office of the General Counsel
Department of the Navy
FPO New York 09510
Commanding Officer
Fleet Operations Control Center
US Naval Forces Europe/US
Eastern Atlantic Box 12
FPO New York 09510
Commanding Officer
Human Resource Management Center
Box 23
FPO New York 09510
Commanding Officer
Marine Barracks
US Naval Activities
FPO New York 09510
Commanding Officer
Office of Naval Research
Branch Office Box 39
FPO New York 09510
Commander
US Naval Activities United Kingdom
FPO New York 09510
Commanding Officer
US Naval Aviation
Weapons Facility
FPO New York 09511
Commanding Officer
US Communication Station
FPO New York 09512
Commanding Officer
US Naval Security Group
Activity
FPO New York 09518
Commanding Officer
U S Naval Facility
FPO New York 09519
Commander
Fleet Air Mediterranean
FPO New York 09521
Commanding Officer
US Naval Legal Service Office
US Naval Support Activity
FPO New York 09521
Commanding Officer
US Naval Regional Medical Center
PO Box 19
FPO New York 09521
Commanding Officer
US Naval Support Activity
FPO New York 09521
Commanding Officer

U.S. Naval Regional Dental Center
FPO New York 09521
Commanding Officer
US Naval Air Facility
FPO New York 09523
Commanding Officer
U S Naval Communication
Station
FPO New York 09525
Commander
US Naval Activities Spain
FPO New York 09540
Commanding Officer
US Naval Communication
Station
FPO New York 09540
Commanding Officer
US Naval Hospital
FPO New York 09540
Commanding Officer
US Naval Station
FPO New York 09540
Commanding Officer
U S Naval Communication
Station
FPO New York 09542
Commander
Antilles Defense Command
FPO New York 09551
Commanding Officer
Atlantic Fleet Weapons
Training Facility
FPO New York 09551
Commander
Fleet Air Caribbean
FPO New York 09551
Commander
US Naval Base
FPO New York 09551
Commanding Officer
US Naval Hospital
FPO New York 09551
Commanding Officer
US Naval Station
FPO New York 09551
Commanding Officer
U.S. Naval Regional Dental Center
FPO New York 09551
Commanding Officer
U S Naval Communication
Station
FPO New York 09554
Commanding Officer
US Naval Security Group Activity
FPO New York 09555
Commanding Officer
US Naval Air Station
FPO New York 09560
Commander
Fleet Air Keflavik
FPO New York 09571
Commander
Iceland Defense Force
Box 1
FPO New York 09571
Commanding Officer
Naval Security Group Activity
FPO New York 09571
Commanding Officer
US Naval Communication
Station Box
FPO New York 09571
Commander
US Naval Forces Iceland
FPO New York 09571
Commanding Officer
US Naval Station
FPO New York 09571
Commanding Officer
US Naval Communication Station
FPO New York 09580
Commanding Officer
US Naval Security Group
Activity
Box 5028
FPO New York 09584
Commanding Officer
U S Naval Station
FPO New York 09585
Commanding Officer
U S Naval Station
FPO New York 09593
Commanding Officer
US Naval Air Station
FPO New York 09593
Commander
US Naval Base
Box 34
FPO New York 09593
Commanding Officer
US Naval Hospital
FPO New York 09593
Commanding Officer
US Naval Security Group Activity
US Naval Base Box 41
FPO New York 09593
Commanding Officer
US Naval Security Group Activity
APO San Francisco 96210
Commanding Officer
Headquarters Support Activity
Box 25
APO San Francisco 96263
Commanding Officer
US Naval Hospital
Box 4
APO San Francisco 96263
Commander
US Taiwan Defense Command
APO San Francisco 96263
Commanding Officer
U S Naval Security Group Activity
APO San Francisco 96274
Commander
U S Forces Korea
APO San Francisco 96301
Commander
US Naval Forces Korea
APO San Francisco 96301
Commander
US Forces Japan
APO San Francisco 96328
Commanding Officer
US Naval Security Group
Activity
Torii Station
APO San Francisco 96331
Commander
Amphibious Group 1
FPO San Francisco 96601
Commander
Carrier Striking Force
Seventh Fleet
FPO San Francisco 96601
Commander
Cruiser Destroyer Force
Seventh Fleet
FPO San Francisco 96601
Commander
Seventh Fleet
FPO San Francisco 96601
Commander Amphibious Force
Seventh Fleet
FPO San Francisco 96601
Commander
US Naval Support Force Antarctica
FPO San Francisco 96601
Commanding General
III Marine Amphibious Force FMF
FPO San Francisco 96602
Commanding General
1st Marine Aircraft Wing
FPO San Francisco 96602
Commanding General
3D Marine Division FMF
FPO San Francisco 96602
Commanding Officer
Camp H M Smith US Marine Corps
FPO San Francisco CA 96610
Commanding Officer
Fleet Intelligence Center
Pacific
FPO San Francisco 96610
Commanding General
Fleet Marine Force Pacific
FPO San Francisco 96610
Commanding Officer
Human Resource Management Center
FPO San Francisco 96610
Commander
Marine Corps Base Pacific
FPO San Francisco 96610
Officer in Charge
Naval Air Logistic Control Office
Pacific CINCPACFLT Box 3
FPO San Francisco 96610
Commander
Naval Base
Box 110
FPO San Francisco 96610
Commanding Officer
Naval Investigative Service Office
Pacific Box 76
FPO San Francisco 96610
Commanding Officer
Naval Legal Service Office
Box 124
FPO San Francisco 96610
Commander
Naval Logistics Command
US Pacific Fleet
FPO San Francisco 96610
Commanding Officer
Naval Regional Dental Center
Box 111
FPO San Francisco 96610

Commanding Officer
Naval Regional Medical Clinic
Hawaii, Box 121
FPO San Francisco 96610
Commanding Officer
Naval Station
FPO San Francisco 96610
Commanding Officer
Naval Submarine Base
FPO San Francisco 96610
Commanding Officer
Naval Submarine Training
Center Pacific
FPO San Francisco 96610
Officer in Charge
Navy Finance Office
FPO San Francisco 96610
Commander
Submarine Force
US Pacific Fleet
FPO San Francisco 96610
Commander
Third Fleet
FPO San Francisco 96610
Commander in Chief
US Pacific Fleet
FPO San Francisco 96610
Commanding Officer
Naval Air Station
Barbers Point
FPO San Francisco 96611
Commanding Officer
Marine Corps Air Station
FPO San Francisco 96615
Commander
US Naval Base
FPO San Francisco 96630
Commander
US Naval Forces Marianas
FPO San Francisco 96630
Commanding Officer
US Naval Legal Service Office
COMNAVMARIANAS
FPO San Francisco 96630
Commanding Officer
US Naval Regional Medical Center
FPO San Francisco 96630
Commanding Officer
US Naval Station
FPO San Francisco 96630
Commanding Officer
U.S. Naval Regional Dental Center
FPO San Francisco 96630
Commanding Officer
US Naval Air Station
FPO San Francisco 96637
Commanding Officer
U S Naval Regional Medical Center
FPO San Francisco 96651
Commander
US Naval Forces Philippines
Box 30
FPO San Francisco 96651
Commanding Officer
US Naval Legal Service Office
US Naval Base
FPO San Francisco 96651
Commanding Officer
US Naval Station
FPO San Francisco 96651
Commanding Officer
U.S. Naval Regional Dental Center
FPO San Francisco 96651
Commanding Officer
US Naval Air Station
FPO San Francisco 96654
Commanding Officer
US Naval Communication
Station
FPO San Francisco 96656
Commanding Officer
US Naval Communication
Station
FPO San Francisco 96680
Commanding Officer
US Naval Communication Station
FPO San Francisco 96685
Commanding Officer
Naval Security Group Activity
APO Seattle 98742
Commander
Fleet Activities
FPO Seattle 98762
Commanding Officer
US Naval Communication
Station Box 3
FPO Seattle 98762
Commander
US Naval Forces Japan
FPO Seattle 98762
Commanding Officer
US Naval Legal Service Office
COMNAVFORJAPAN
FPO Seattle 98762
Commanding Officer
Marine Corps Air Station
FPO Seattle 98764
Commanding Officer
US Naval Regional Dental Center
FPO Seattle 98765
Commanding Officer
US Naval Regional Medical Center
FPO Seattle 98765
Commander Fleet Air
Western Pacific
FPO Seattle 98767
Commander
Fleet Activities/US Naval Air
Facility
FPO Seattle 98770
Commanding Officer
US Marine Corps Air Station
(Helicopter)
FPO Seattle 98772
Commanding General
Marine Corps Base
Camp Smedley D Butler
FPO Seattle 98773
Commanding Officer
Naval Security Group Activity
FPO Seattle 98777
Commanding Officer
U S Naval Regional Medical Center
FPO Seattle 98778
Commanding Officer
USNaval Station
FPO Seattle 98791

DEFENSE CONTRACT AUDIT AGENCY

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required, to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE - LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and criminal investigations of the Component requesting the record.

ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom, maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

RDCAA 152.13

SYSTEM NAME:

152.13 Notifications of Visits

SYSTEM LOCATION:

Security Officer, Defense Contract Audit Agency (DCAA), Headquarters, DCAA, and, Security Control Officers of DCAA Regional and Field Audit Offices, whose addresses are in the DoD directory in the appendix to DCAA'S SYSTEMS notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All DCAA personnel with security clearance who are required to visit defense contractors or other Federal agencies on official business.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence or forms indicating security clearance information on DCAA employees and notifications of visits by DCAA personnel to Office of Secretary of Defense, DoD components, other Federal agencies, and DoD contractors either on a one-time or recurring basis. Correspondence may include employees social security number, date and place of birth, official title and other related data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 USC 2904, 3102; 5 USC 7531 through 7533, Executive Order 10450, 'Security Requirements for Government Employees,' as amended; Executive Order 11652, 'Classification and Declassification of National Security Information and Material.'

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Security Officer, Headquarters, DCAA and Regional and Field Audit Office Security Control Officers - To advise security officers of defense contractors, Offices of the Secretary of Defense, DoD components, andother Federal agencies of the security clearance status of DCAA personnel who are assigned to or may be visiting their offices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed in numerical order based on file number, then by subject, then alphabetically by last name of individual at DCAA Regional and Field

Audit Offices. Filed in numerical order based on file number, then by organizational activity (DCAA Headquarters or field activities), then alphabetically by last name of individual in Headquarters, DCAA. Official copies in official personnel folders are filed alphabetically by last name of employee.

SAFEGUARDS:

Records are accessible only to authorized personnel who are properly cleared and trained and who require access in connection with their official duties. Records are stored in locked filing cabinets after normal business hours and are stored only in buildings protected by guard force systems after normal business hours.

RETENTION AND DISPOSAL:

Records are destroyed upon expiration of notification. Unexpired notifications are updated annually, and retained in current files; prior year notifications are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officer, Headquarters, DCAA and Security Control Officers of the Regional and Field Audit Offices, DCAA.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A320
Alexandria, VA 22314
Telephone: Area Code 202/274-7285

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Written requests for information should contain the full name of the individual, current address and telephone number and current business address. Visits are limited to those offices (Headquarters and 6 regional offices) listed in the DoD directory in the appendix to DCAA's system notice.

For personal visits, the individual should be able to provide some acceptable identification, that is drivers license or employing offices' identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

RECORD SOURCE CATEGORIES:

Director of Personnel, Headquarters, DCAA; Chiefs of Personnel Divisions, DCAA Regional Offices; Regional Security Control Officers, DCAA Regional Offices; Heads of Field Audit Offices, DCAA, from application and security forms submitted by individuals prior to employment.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

RDCAA 152.17

SYSTEM NAME:

152.17 Security Status Master List

SYSTEM LOCATION:

Security Officer, Defense Contract Audit Agency (DCAA), HQ, DCAA

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All applicants for employment with DCAA; all DCAA U.S. citizen employees; all DCAA non-U.S. citizen employees assigned to sensitive positions; all military personnel assigned, detailed, or attached to DCAA who are assigned to sensitive positions; all persons hired on a contractual basis by, or serving in an advisory capacity to DCAA, who require access to classified information.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record contains type of investigation, date completed, file number, agency which conducted investigation, security clearance data information, name, social security number, date and place of birth, organizational assignment, dates interim and final clearance issued, position sensitivity and related data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44USC 2904, 3102; 5 USC 7531 through 7533; Executive Order 10450, "Security Requirements for Government Employees," as amended; Executive Order 11652, 'Classification and Declassification of National Security Information and Material'.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Security Officer, DCAA-Serves as a ready reference on security clearance status of DCAA personnel, sensitivity of positions concerned, and scope of investigations completed on individuals concerned.

Other uses include disclosure to DoD components, DoD contractors and other Federal agencies to furnish security clearance data on DCAA employees who may be assigned to or visiting a contractor facility or applying for employment with another Federal agency.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Card File

RETRIEVABILITY:

Cards filed alphabetically by last name of individual concerned for all DCAA regional personnel. Separate file maintained alphabetically by last name of individual concerned for DCAA Headquarters elements.

SAFEGUARDS:

Cards are accessible only to those authorized personnel required to prepare, process, and type necessary documents; and answer authorized inquiries for information contained therein. Cards are stored in locked filing cabinets after normal business hours and are stored in a locked room and building which is protected by a guard force system after normal business hours.

RETENTION AND DISPOSAL:

These cards are destroyed two years after an individual is separated from the Agency.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officer, DCAA, Headquarters, DCAA, Cameron Station, Alexandria, VA 22314.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A320
Alexandria, VA 22314
Telephone: Area Code 202/274-7285

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Written requests for information should contain the full name of the individual, current address and telephone number and current business address. Visits are limited to DCAA Security Office, Headquarters, DCAA, Cameron Station, Alexandria, VA 22314.

For personal visits, the individual should be able to provide acceptable identification, that is, driver's license or employing offices' identification card.

CONTESTING RECORD PROCEDURES:

The Agency rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

RECORD SOURCE CATEGORIES:

Security Officer, Headquarters, DCAA; Director of Personnel, Headquarters, DCAA; Chiefs of Personnel Divisions, DCAA regional offices; Regional Security Control Officers, DCAA Regional Offices; Chiefs of DCAA Field Audit Offices; and reports of investigation conducted by Federal investigative agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

RDCAA 152.2

SYSTEM NAME:

152.2 Personnel Security Data Files

SYSTEM LOCATION:

Primary System - Security Officer, Defense Contract Audit Agency (DCAA), Headquarters, DCAA.

Decentralized Segments - Director of Personnel, DCAA; Chiefs of Personnel Divisions, DCAA Regional Offices; Regional Security Control Officers, DCAA Regional Offices; Chiefs of DCAA Field Audit Offices, whose addresses are in the DoD directory in the appendix to DCAA's system notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All applicants for employment with DCAA; all DCAA U.S. citizen employees; all DCAA non-US citizen employees assigned to sensitive positions; all military personnel assigned, detailed, or attached to DCAA who are assigned to sensitive positions; all persons hired on a contractual basis by, or serving in an advisory capacity to DCAA, who require access to classified information.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains copies of individuals' employment applications, security investigative questionnaires; requests for and approvals or disapprovals of emergency appointment authority; requests for investigation or security clearance; interim and final security clearance certificates; security briefing and debriefing certificates; and orders assigning security control duties.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 USC 2904, 3102; 5 USC 7531 through 7533; Executive Order 10450, 'Security Requirements for Government Employees,' as amended; Section 6, Executive Order 11652, 'Classification and Declassification of National Security Information and Material'.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Security Officer, DCAA-To provide a basis for requesting appropriate pre-appointment and post-appointment investigations concerning suitability, eligibility and qualifications for employment and retention in the Federal Service, employment and retention in sensitive positions, and access to classified information; to permit determinations to be made that employment or retention in sensitive positions is clearly consistent with the interests of national security; to authorize and record access by individuals to specific levels of classified information; to furnish notice of security clearance and access authorizations to appropriate DCAA activities, other Department of Defense (DoD) components, other Federal agencies, and DoD contractors requiring such information; to record the appropriate briefing and debriefing of persons prior to and after their access to various levels and categories of classified information; to record the assignment of specific security control duties to Agency personnel; and to provide a basis for the periodic updating of personnel security questionnaires, updating of personnel security investigations and readjudication for retention in sensitive positions.

Director of Personnel, DCAA and Chiefs of Personnel Division, DCAA regional offices-To coordinate and take appropriate personnel action on determinations concerning suitability for Federal employment and employment or retention in sensitive positions; to record such determinations, with related documents in official personnel folders; and to prepare and transmit requests for appropriate investigations.

Regional Security Control Officers, DCAA-To permit initial security review of applicants for sensitive positions; to prepare and transmit appropriate requests for investigations and requests for security clearances; to record, maintain and disseminate, as appropriate, notices of security clearances and access determinations.

Chiefs of DCAA field audit offices-To prepare and transmit requests for appropriate security investigations; to maintain a record of employee's security clearance and access authorizations; to maintain a record of the security briefing and debriefing of employees; to maintain a record of the assignment of security control duties to employees.

Other routine uses could include disclosure to officials of the Office of the Secretary of Defense, other DoD components, and other Federal agencies, for investigative purposes.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Folders are filed in numerical order based on file number, then by organizational element (DCAA Headquarters or DCAA field activities) and then alphabetically by last name of individual concerned.

SAFEGUARDS:

Records are accessible only to authorized personnel who are properly cleared and trained and who require access in connection with their official duties. Records are stored in locked filing cabinets after normal business hours and are stored only in buildings protected by guard force systems after normal business hours.

RETENTION AND DISPOSAL:

Records pertaining to Federal employees, military personnel, and persons furnishing services to DCAA on a contract basis are destroyed upon separation of employees, transfer of military personnel from DCAA, and upon termination of the contracts of contractor personnel. Records pertaining to applicants are destroyed within one year of receipt of the application if an appointment to the Agency is not made.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officer, DCAA, Headquarters, DCAA, Cameron Station, Alexandria, VA 22314.

Chiefs, Personnel Divisions, DCAA Regional Offices; DCAA Regional Security Control Officers, Chiefs of DCAA Field Audit Offices; and the Director of Personnel, DCAA, whose addresses are in the DoD Directory in the appendix to DCAA's systems notices.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A320
Alexandria VA 22314
Telephone: Area Code 202/274-7285

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Written requests for information should contain the full name of the individual, current address and telephone number and current business address. Visits are limited to those offices (Headquarters and 6 regional offices) listed in the DoD Directory in the appendix to DCAA systems notices.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license or employing offices' identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

RECORD SOURCE CATEGORIES:

Security Officer, Headquarters, DCAA; Director of Personnel, Headquarters, DCAA; Chiefs of Personnel Divisions, DCAA Regional Offices; Regional Security Control Officers, DCAA Regional Offices; Chiefs of DCAA Field Audit Offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

RDCAA 152.3

SYSTEM NAME:

152.3 Reports of Personnel Security Investigations

SYSTEM LOCATION:

Primary System-Security Officer, Defense Contract Audit Agency (DCAA), Headquarters, DCAA.

Decentralized Segments-Regional Security Control Officers of DCAA Regions whose addresses are in the DoD directory in the appendix to DCAA's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All applicants for employment with DCAA; all DCAA U.S. citizen employees; all DCAA non-U.S. citizen employees assigned to sensitive positions; all military personnel assigned, detailed, or attached to DCAA who are assigned to sensitive positions; all persons hired on a contractual basis by, or serving in an advisory capacity to DCAA, who require access to classified information.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains non-record copies of classified or unclassified investigations or summaries or extracts of the results of investigations conducted to determine suitability, eligibility or qualifications for Federal civilian employment, military service, or access to classified information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 USC 2904, 3102; 5 USC 7531 through 7533; Executive Order 10450, 'Security Requirements for Government Employees,' as amended; Executive Order 11652, 'Classification and Declassification of National Security Information and Material.'

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Security Officer, DCAA - To permit a final determination to be made that the subject of investigation is suitable, eligible, and qualified for Federal civilian employment, employment or retention in a sensitive position, or access to classified information.

Regional Security Control Officers, DCAA - To review the results of pre-employment National Agency Checks conducted by the Civil Service Commission, recommend appointment or non-appointment action on the basis of such Agency Checks, and transmit results of such Agency checks to the Security Officer, DCAA, for further investigations and clearance actions.

Routine uses may include disclosure to Agency management officials and employees who are required to take action on reports, disclosure to officials of the Office of the Secretary of Defense, disclosure to the security officials of other DoD components, disclosure to accredited representatives of law enforcement and investigative agencies for investigation and possible criminal prosecution, civil court action, or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records and microfiche in file folders.

RETRIEVABILITY:

Folders are filed in numerical order based on file number, then by organizational element (DCAA Headquarters or DCAA field activities) and then alphabetically by name of individual concerned.

SAFEGUARDS:

When not in use, records are stored in combination lock file cabinets authorized for the storage of classified information, which are locked after normal business hours. Combinations are known only by authorized personnel. The offices housing these file cabinets are locked after normal business hours, and the buildings concerned are under security guard protective measures after normal business hours. During normal business hours the records are either under constant surveillance of security personnel or the containers housing them are kept locked. Access to the records is limited to personnel who are properly screened, cleared, trained and have an authenticated need for access to accomplish a routine use of the record. Classified records are protected in accordance with the provisions of Executive Order 11652 as implemented by DoD Regulation 5200.1-R.

RETENTION AND DISPOSAL:

Record copies are maintained by the investigative agency which conducted the investigation and are retained in accordance with the retention standards of those agencies. Non-record copies furnished to DCAA are disposed of in accordance with instructions furnished by the investigative agency concerned. These instructions require that the records be returned to the investigative agency concerned or be destroyed upon separation of the subject of investigation, and permit earlier return or destruction when no longer needed for reference purposes. Records on applicants not appointed are destroyed within one year after declination of appointment or non-appointment determination.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officer, Headquarters, DCAA, Cameron Station, Alexandria, VA 22314.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A320
Alexandria, Va 22314
Telephone: Area Code 202/274-7285

RECORD ACCESS PROCEDURES:

Action on requests from individuals for access is the responsibility of the investigating agency which prepared and which maintains the record copy of the report of investigation. Individuals who are aware of the identity of the investigative agency concerned may

apply directly to that agency. Individuals not aware of the identity of the investigative agency concerned should address requests to the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, Va 22314, who will route the request to the appropriate investigative agency.

Written requests for information should contain the full name of the individual, current address and telephone number, and current business address. Visits are limited to those offices (headquarters and 6 regional offices) listed in the DoD directory in the appendix to DCAA systems notices.

For personal visits, the individual should be able to provide some acceptable identification, that is drivers's license or employing office's identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing inital determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, Va 22314.

RECORD SOURCE CATEGORIES:

Investigative, intelligence, counter-intelligence, regulatory, and law enforcement agencies which provide reports pertaining to the suitability, eligibility, or qualifications of individuals for Federal employment, military service, assignment to sensitive positions, or access to classified information.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

RDCAA 152.4

SYSTEM NAME:

152.4 Personnel Security Adjudication File

SYSTEM LOCATION:

Security Officer, Defense Contract Audit Agency (DCAA), Headquarters, DCAA.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DCAA personnel and applicants for DCAA employment on whom appropriate investigations have been completed and concerning whom a formal security or suitability determination must be made in connection with their employment or their access to classified information.

CATEGORIES OF RECORDS IN THE SYSTEM:

File may contain classified or unclassified summaries or extracts of reports of investigation; internal Agency memorandums and correspondence furnishing analyses of results of investigation in so far as their relationship to the criteria contained in Executive Order 10450, in the Federal Personnel Manual, and in Department of Defense directives and DCAA regulations; comments and recommendations of the DCAA Central Clearance Group to the Director, DCAA; and determinations by the Director, DCAA.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 USC 2904, 3102; 5 USC 7531 through 7533; Executive Order 10450, 'Security Requirements for Government Employees,' as amended; and, Executive Order 11652, 'Classification and Declassification of National Security Information and Material'.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To furnish summaries of pertinent investigative data, analyses of the relationship between such data and security/suitability standards, and recommended determinations and courses of action to the DCAA Central Clearance Group and the Director, DCAA, for the purpose of adjudication of personnel security cases and reaching security/suitability determinations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Filed in numerical order based on file number, then by organizational activity (DCAA Headquarters or field activities), then alphabetically by last name of individual.

SAFEGUARDS:

When not in use, records are stored in combination lock file cabinets authorized for the storage of classified information, which are locked after normal business hours. Combinations are known only by the Security Officer, DCAA, and personnel under his supervision. The office housing these file cabinets is locked after normal business hours, and the building concerned is under security guard protective measures after normal business hours. During normal business hours the records are either under constant surveillance of security personnel or the containers housing them are kept locked. Access to the records is limited to personnel who are properly screened, cleared, trained and have an authenticated need for access to accomplish a routine use of the record. Classified records are protected in accordance with the provisions of Executive Order 11652 as implemented by DoD Regulation 5200.1-R, 'Information Security Program Regulation'.

RETENTION AND DISPOSAL:

Where no adverse action is taken, records are destroyed upon completion of final security and suitability determinations. Where adverse action is taken, records are destroyed two years after the individual concerned is separated from the Agency, or in the case of applicants, within one year after a non-appointment determination is made.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officer, Headquarters, Defense Contract Audit Agency, Building 4, Cameron Station, Alexandria, VA 22314.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A320
Alexandria, VA 22314
Telephone: Area Code 202/274-7285

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Bldg. 4, Room 4A320, Alexandria, VA 22314.

Written requests for information should contain the full name of the individual, current address and telephone number and current business address. Visits are limited to those offices (Headquarters and 6 regional offices) listed in the DoD Directory in the appendix to DCAA systems notices.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license or employing office's identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314

RECORD SOURCE CATEGORIES:

Reports of investigations conducted in connection with employment or access to classified information; advisory data

prepared by members of DCAA Central Clearance Group.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

RDCAA 152.5

SYSTEM NAME:

152.5 Notification of Security Determinations

SYSTEM LOCATION:

Primary System-Security Officer, Defense Contract Audit Agency (DCAA), Headquarters, DCAA.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DCAA personnel and applicants for DCAA employment on whom specific security or suitability action must be taken.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records may contain a summary of pertinent security or suitability information; the results of security determinations approved by the Director, DCAA; and directed or recommended actions to be taken at DCAA Regional Office or Field Audit Office level.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 USC 2904, 3102; 5 USC 7531 through 7533; Executive Order 10450, 'Security Requirements for Government Employees,' as amended and Executive Order 11652, 'Classification and Declassification of National Security Information and Material.'

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To permit required actions of a suitability or a security nature to be taken by appropriate Agency officials at DCAA Regional Office and Field Audit Office level, including regional managers, heads of field audit offices, security control officers, and chiefs of regional personnel divisions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Folders are filed in numerical order based on file number, then by organizational element (DCAA Headquarters or DCAA field activities) and then alphabetically by name of individual concerned.

SAFEGUARDS:

Records are accessible only to authorized personnel who are properly cleared and trained and who require access in connection with their official duties. Records are stored in locked filing cabinets after normal business hours and are stored only in buildings protected by guard force systems after normal business hours.

RETENTION AND DISPOSAL:

Destruction is directed individually in each case upon completion of final security or suitability actions or automatically upon non-appointment of applicants or separation of employees, whichever is earlier.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officer, Headquarters, DCAA, Cameron Station, Alexandria, VA 22314.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A320
Alexandria, VA 22314
Telephone: Area Code 202/274-7285

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Written requests for information should contain the full name of the individual, current address and telephone number and current business address. Visits are limited to those offices (Headquarters and 6 regional offices) listed in the DoD directory in the appendix to DCAA systems notices.

For personal visits, the individual should be able to provide some acceptable identification, that is driver's license or employing office's identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

RECORD SOURCE CATEGORIES:

Results of investigations received from Federal agencies and recommendations for action from appropriate DCAA Headquarters staff elements.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

RDCAA 152.6

SYSTEM NAME:

152.6 Regional Security Clearance Request Files

SYSTEM LOCATION:

Primary System-Security Control Officers of DCAA Regional and Field Audit Offices and Chiefs of Personnel Divisions, DCAA Regional Offices, whose addresses are in the DoD directory in the appendix to DCAA's system notices.

Decentralized Segment-Security Officer, Defense Contract Audit Agency, Headquarters, DCAA.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All applicants for employment with DCAA; all DCAA U.S. citizen employees; all DCAA non-U.S. citizen employees assigned to sensitive positions; all military personnel assigned, detailed, or attached to DCAA who are assigned to sensitive positions; all persons hired on a contractual basis by, or serving in an advisory capacity to DCAA, who require access to classified information.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain personnel security data forms submitted by employees and applicants and required in the processing of security investigations; requests for various types of security clearance actions; requests for appointment of employees to security control duties; copies of notices of proposed appointments; and requests for and approvals/disapprovals of changes of sensitivity of positions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 USC 2904, 3102; 5 USC 7531 through 7533, Executive Order 10450, 'Security Requirements for Government Employees,' as amended; Executive Order 11652, 'Classification and Declassification of National Security Information and Material.'

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Security Control Officers of DCAA Field Audit Offices - To obtain necessary data to process personnel security investigations from employees and applicants for forwarding to Chiefs of Regional Personnel Divisions or Regional Security Control Officers, as appropriate.

Chiefs of Personnel Divisions, DCAA Regional Offices and Director of Personnel, Headquarters, DCAA - To

obtain and transmit necessary data required to process requests for personnel security investigations on applicants and employees for forwarding to Regional Security Control Officer and/or Security Officer, DCAA, as appropriate.

Regional Security Control Officers - To screen, review and process requirements for all personnel security actions and to transmit requests for investigations to the Security Officer, DCAA or appropriate Federal investigative agency as required.

Security Officer, Headquarters, DCAA - To review and request appropriate security investigation from Federal investigative agencies.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual concerned in subject file.

SAFEGUARDS:

Records are accessible only to those authorized personnel required to prepare, review, process, and type necessary documents. Records are stored in locked filing cabinets after normal business hours and are stored in locked rooms and buildings or buildings that are protected by a guard force system after normal business hours.

RETENTION AND DISPOSAL:

These are transitory files at DCAA Regional and Field Audit Office level and are maintained only during processing and pending final action on requests; upon receipt of final action taken on request, files are destroyed. Segments of the system held by the Security Officer, DCAA are destroyed upon separation of the employee or within one year after non-appointment of an applicant.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officer, Headquarters, DCAA, Cameron Station, Alexandria, VA 22314.

Chiefs, Personnel Divisions, DCAA Regional Offices; DCAA Regional Security Control Offices; Chiefs of DCAA Field Audit Offices, whose addresses are in the DoD directory in the appendix to DCAA's system notices.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A320
Alexandria, VA 22314
Telephone: Area Code 202/274-7285

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Written requests for information should contain the full name of the individual, current address and telephone number, and current business address. Visits are limited to those offices (Headquarters and 6 Regional Offices) listed in the DoD directory in the appendix to DCAA system notices.

In personal visits, the individual should be able to provide acceptable identification, that is driver's license or employing offices' identification card.

CONTESTING RECORD PROCEDURES:

The Agency rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

RECORD SOURCE CATEGORIES:

Chiefs of Personnel Divisions, DCAA Regional Offices; Regional Security Control Officers, DCAA Regional Offices; Chiefs of DCAA field audit offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

RDCAA 152.7

SYSTEM NAME:

152.7 Clearance Certification

SYSTEM LOCATION:

Primary System-Security Officer, Defense Contract Audit Agency (DCAA), Headquarters, DCAA and Regional Security Control Officers of DCAA Regional Offices; whose addresses are in the DoD directory in the appendix to DCAA's system notices.

Decentralized Segments-Director of Personnel, Defense Contract Audit Agency (DCAA), Headquarters, DCAA; Chiefs of Personnel Divisions, DCAA Regional Offices; and Security Control Officers of DCAA Field Audit Offices, whose addresses are in the DoD directory in the appendix to DCAA's system notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All DCAA personnel who require access to classified information.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain interim and final security clearance certificates attesting to type of investigation conducted and degree of access to classified information which is authorized.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 USC 2904, 3102; 5 USC 7531 through 7533, Executive Order 10450, 'Security Requirements for Government Employees,' as amended; Executive Order 11652, 'Classification and Declassification of National Security Information and Material.'

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Security Officer, DCAA, Security Control Officers of DCAA Regional and Field Audit Offices-To authorize DCAA employees in sensitive positions access to specific levels of classified information; and to furnish notice of security clearance and access authorizations to appropriate DCAA activities.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual concerned within subject file.

SAFEGUARDS:

Records are accessible only to those authorized personnel required to act upon a request for access to classified defense information. Records are stored in locked filing cabinets after normal business hours and stored in locked rooms or buildings that are protected by a guard force system after normal business hours.

RETENTION AND DISPOSAL:

Files pertaining to Federal employees, military personnel, and persons furnishing services to DCAA on a contract basis are destroyed upon separation of employees, transfer of military personnel from DCAA, and upon termination of contractor personnel. Files of individuals transferring within DCAA are transferred to security control office of gaining element for maintanence.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officer, DCAA, Headquarters, DCAA, Cameron Station, Alexandria, VA 22314.

Regional Security Control Officers in DCAA Regional Offices whose addresses are in the DoD directory in the appendix to DCAA's system notice.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A320
Alexandria, VA 22314
Telephone: Area Code 202/274-7285

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Written requests for information should contain the full name of the individual, current address and telephone number and current business address. Visits are limited to those offices (Headquarters and 6 regional offices) listed in the DoD directory in the appendix to DCAA's system notice.

For personal visits, the individual should be able to provide some acceptable identification, that is drivers's license or employing offices' identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

RECORD SOURCE CATEGORIES:

Security Officer, DCAA; Regional Security Control Officers, DCAA Regional Offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

RDCAA 160.5

SYSTEM NAME:

160.5 Travel Orders

SYSTEM LOCATION:

All DCAA offices whose addresses are listed in the DoD directory in the appendix to DCAA's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any civilian employee of DCAA performing any official travel.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's orders directing or authorizing any official travel to be performed including approval for transportation of automobiles, documents relating to dependents travel, bills of lading, vouchers, contracts, and other documents relating to the specific travel order.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301; 10 USC 133; 44 USC 2901, et.seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Office staff responsible for initiating, effecting or implementing government travel, servicing Accounting and Finance offices, and GAO.

Other routine uses could include disclosure to other Department of Defense components, the Civil Service Commission, the Department of Justice, or to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

By fiscal year, by name, alphabetically

May be filed in numerical sequence, by travel order number.

SAFEGUARDS:

Under staff supervision during duty hours; buildings are locked and/or guarded by security guards during non-duty hours.

RETENTION AND DISPOSAL:

Destroy after 4 years

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Director, Resources, Headquarters, DCAA
Regional Managers, DCAA
Chiefs of Field Audit Offices, DCAA

Official addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

NOTIFICATION PROCEDURE:

Information may be obtained from SYSMANAGER

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to SYSMANAGER of office concerned.

Written requests should contain the full name, address, and telephone number of the individual. Visits are limited to those offices listed in the Department of Defense directory in the appendix to DCAA's systems notices.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employee identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, Va 22314.

RECORD SOURCE CATEGORIES:

Administrative offices; Personnel offices; servicing payroll offices; employee

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

RDCAA 240.1 2

SYSTEM NAME:

240.1 Cross Reference Index to Legal Opinions

SYSTEM LOCATION:

Office of Counsel, Headquarters, DCAA

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records which have been referred to the Counsel for review for legal sufficiency. Records may be filed by name of individual or subject matter.

CATEGORIES OF RECORDS IN THE SYSTEM:

Card index which identifies legal opinions and directs the staff to subject or name files of legal opinions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301; 10 USC 133; 44 USC 2901, et. seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Office of Counsel as an index to the files of legal opinions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Three by five cards in file boxes

RETRIEVABILITY:

Filed alphabetically by subject or name of individual or corporation

SAFEGUARDS:

Under legal staff supervision during duty hours; buildings are guarded by security guards during nonduty hours.

RETENTION AND DISPOSAL:

Index cards are destroyed when obsolete, superseded or no longer needed.

SYSTEM MANAGER(S) AND ADDRESS:

Counsel, Headquarters, DCAA

NOTIFICATION PROCEDURE:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A320
Alexandria, VA 22314
Telephone: Area Code 202 274-7285

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314

Written requests for information should contain the full name of the individual, current address and telephone number. Visits are limited to the Records Administrator, Building 4, Room 4A320, Cameron Station, Alexandria, VA.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license or some other form of identification.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Building 4, Room 4A320, Cameron Station, Alexandria, VA 22314.

RECORD SOURCE CATEGORIES:

Documents contained in the legal opinion case files.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

RDCAA 240.2

SYSTEM NAME:

240.2 Statements of Employment and Financial Interest

SYSTEM LOCATION:

Office of Counsel, Headquarters, DCAA

Supervisors of all DCAA auditor employees, GS-13 and above. Offices listed in DoD directory in appendix to DCAA's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Information obtained from all DCAA auditor personnel in grades GS-13 and above.

CATEGORIES OF RECORDS IN THE SYSTEM:

Department of Defense Forms 1555 and 1555-1, Confidential Statement of Employment and Financial Interest

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 11222 dated May 8, 1965.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Data is collected for purpose of assuring compliance with conflict of interest laws and regulations.

Irregularities may be divulged to other DoD components and Department of Justice.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Alphabetically by last name of employee

SAFEGUARDS:

Stored in locked tumbler safe during nonduty hours; only the staff of the DCAA Counsel is permitted access during duty hours

RETENTION AND DISPOSAL:

Counsel, DCAA-These records are destroyed two years after termination of employment with DCAA.

Supervisors-These files are destroyed upon transfer or separation of the employee

SYSTEM MANAGER(S) AND ADDRESS:

Counsel, Headquarters, DCAA

NOTIFICATION PROCEDURE:

Information may be obtained from:
Counsel
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A175
Alexandria, VA 22314
Telephone: Area Code 202/274/7321

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Counsel, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314

Written requests for information should contain the full name of the individual, current address and telephone number. Visits are limited to the Office of Counsel, Building 4, Room 4A175, Cameron Station, Alexandria, VA.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license or employment identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

NONE

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

RDCAA 240.3

SYSTEM NAME:

240.3 Legal Opinions

SYSTEM LOCATION:

Office of Counsel, Headquarters, DCAA

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any DCAA employee who files a complaint with regard to personnel problems that requires a legal opinion for resolution.

CATEGORIES OF RECORDS IN THE SYSTEM:

Fraud-Files contain interoffice memorandums, citations used in determining legal opinion, in some cases copies of investigations (FBI), copies of Agency determinations.

EEO-Files contain initial appeal, copies of interoffice memorandums, testimony at EEO hearings, copy of Agency determination. Citations used in determining legal opinions.

Adverse Actions-Files contain interoffice memorandums, citations used in determining legal opinion, Agency determination.

Grievances-Files contain correspondence relating to DCAA employees filing grievances regarding leave, removals, resignations, suspensions, disciplinary actions, travel, citations used in determining legal opinion, Agency determinations.

Awards-Files contain correspondence relating to DCAA employee awards, suggestion evaluations, citations used for legal determination, Agency determination.

Security Violations-Files contain interoffice correspondence relating to DCAA employee security violations, citations used in determinations, Agency determination.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Records Act 1950 (44 USC 2904, 3102, 3309), Records Disposal Act 44 USC 3301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Office of Counsel-Determine legal sufficiency.

Assistant Director, Resources-Legal opinion considered in final determinations.

Executive Officer-Legal opinion considered in final determination.

Other DoD components-Referral for investigations, determinations.

Department of Justice-Referral for possible criminal prosecution of fraud.

Disclosure to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Primary filing system is by subject; within subjects, files are alphabetical by subject, corporation, name of individual.

SAFEGUARDS:

Under staff supervision during duty hours; security guards are provided during nonduty hours.

RETENTION AND DISPOSAL:

These files are for permanent retention. They are retained in active files for five years and retired to Washington National Records Center.

SYSTEM MANAGER(S) AND ADDRESS:

Counsel, Headquarters, DCAA, Cameron Station, Alexandria, VA. 22314.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency,
Cameron Station
Alexandria, VA 22314
Telephone: Area Code 202/274/7285

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Written requests from individuals for information should contain the full name of the individual, current address and telephone number. Visits are limited to Records Administrator, Building 4, Room 4A320, Cameron Station, Alexandria, VA 22314.

For personal visits, the individual should be able to provide some acceptable identification that is, driver's license, employing office's identification card, and give some verbal information that could be verified with 'case' folder.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Building 4, Room 4A320, Cameron Station, Alexandria, VA 22314.

RECORD SOURCE CATEGORIES:

Correspondence from individual's supervisor, DCAA employees, former employers, between DCAA staff members, and between DCAA and other Federal agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

RDCAA 240.5

SYSTEM NAME:

240.5 Standards of Conduct, Conflict of Interest

SYSTEM LOCATION:

Office of Counsel, Headquarters, DCAA.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any DCAA employee who has accepted gratuities from contractors or who has business, professional or financial interests that would indicate a conflict between their private interests and those related to their duties and responsibilities as DCAA personnel. Any DCAA employee who is a member or officer of an organization that is incompatible with their official government position, using public office for private gain, or affecting adversely the confidence of the public in the integrity of the Government.

CATEGORIES OF RECORDS IN THE SYSTEM:

Office of Counsel-Files contain documents and background material on any apparent conflict of interest or acceptance of gratuities by DCAA personnel. Correspondence may involve interoffice memorandums, correspondence between former DCAA employees and Headquarters staff members, citations used in legal determinations and Agency determinations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 11222 dated May 8, 1965.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Office of Counsel-Determine legal sufficiency.

Assistant Director, Resources-Legal opinion considered in final determination.

Other DoD components-Referral for investigation, determination.

Department of Justice-Referral for possible criminal prosecution or fraud.

Disclosure to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Primary filing system is by subject, within subject, files are alphabetical by subject, corporation, name of individual.

SAFEGUARDS:

Under staff supervision during duty hours; buildings have security guards during nonduty hours.

RETENTION AND DISPOSAL:

These files are for permanent retention. They are retained in active files for five years and retired to Washington National Records Center.

SYSTEM MANAGER(S) AND ADDRESS:

Counsel, Headquarters, DCAA, Cameron Station, Alexandria, Va. 22314

NOTIFICATION PROCEDURE:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A320
Alexandria, VA. 22314
Telephone: Area Code 202/274-7285

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314

Written requests from individuals for information should contain the full name of the individual, current address and telephone number. Visits are limited to Records Administrator, Room 4A320, Cameron Station, Alexandria, VA 22314

For personal visits, the individual should be able to provide some acceptable identification that is, driver's license, employing office's identification card, and give some verbal information that could be verified with 'case' folder.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Room 4A320, Cameron Station, Alexandria, VA 22314

RECORD SOURCE CATEGORIES:

Correspondence from individual's supervisor, DCAA employees, former employees, between DCAA staff members, and between DCAA and other Federal agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

RDCAA 260.4

SYSTEM NAME:

260.4 White House Correspondence

SYSTEM LOCATION:

Primary System-Executive Office, Headquarters, DCAA;

Decentralized Segments-DCAA Regional Offices and Field Audit Offices; Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who has written to the President or a member of his staff about a matter under the purview of the Defense Contract Audit Agency if the letter was referred by the White House for information or reply.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of correspondence from the individual, the referral letter from the White House, the reply made by DCAA either to the individual or to the White House, and any backup material developed in the process of preparing the reply.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 United States Code 301; 10 United States Code 133; 44 United States Code 2901, et. seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Office staff responsible for preparing the reply or for providing information on which to base a reply.

Other routine uses could include disclosure to other Department of Defense components, other Federal agencies, the Department of Justice or law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

These records are filed chronologically under the subject 'White House Correspondence,' and may be indexed by subject of the correspondence and name of writer.

SAFEGUARDS:

Files are under staff supervision during duty hours; buildings are locked and/or guarded by security guards during non-duty hours.

RETENTION AND DISPOSAL:

Files maintained by the Executive Office are for permanent retention. They are retained in active files for five years and retired to Washington National Records Center.

Files maintained by other offices are retained in active files for one year, then retired to a Federal Records Center for destruction after four years.

SYSTEM MANAGER(S) AND ADDRESS:

Headquarters, DCAA, Executive Officer

Regional Managers, DCAA

Chiefs of Field Audit Offices

Official addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Executive Officer
Defense Contract Audit Agency, Bldg. 4, Room 4C346
Alexandria, VA 22314
Telephone: Area Code 202/274-7319

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Executive Officer, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Written requests for information should contain the full name of the individual, and the current address and telephone number. Visits are limited to the Executive Office, Cameron Station, Alexandria, VA 22314.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified in the file.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Correspondence originating in the White House, in the staff offices of the Defense Contract Audit Agency, and other Federal agencies; notes and documents collected in the process of formulating a reply.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

RDCAA 260.5

SYSTEM NAME:

260.5 Congressional Committee Correspondence

SYSTEM LOCATION:

Primary System-Executive Office, Headquarters, DCAA;

Decentralized Segments-DCAA Regional Offices and Field Audit Offices; Official addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual Member of a Congressional Committee or a staff member of the Committee who has written to DCAA about a matter under the purview of DCAA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of correspondence from the Committee member or staff member, the reply made by DCAA and any backup material developed in the process of preparing reply.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 United States Code 301; 10 United States Code 133; 44 United States Code 2901; et. seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Office staff responsible for preparing the reply or for providing information on which to base a reply.

Other routine uses could include disclosure to other Department of Defense components, other Federal agencies, the Department of Justice or law enforcement or investigatory authorities for investigation and

possible criminal prosecution, civil court action, or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

These records are filed chronologically under the subject 'Committee Correspondence' and may be indexed by subject of the correspondence and the name of the Committee or the individual.

SAFEGUARDS:

Files are under staff supervision during duty hours; buildings are locked and/or guarded by security guards during non-duty hours.

RETENTION AND DISPOSAL:

Files maintained by the Executive Office are for permanent retention. They are retained in active files for five years and retired to the Washington National Records Center.

Files maintained by other offices are retained in active files for one year, then retired to a Federal Records Center for destruction after four years.

SYSTEM MANAGER(S) AND ADDRESS:

Headquarters, DCAA, Executive Officer
Regional Managers, DCAA
Chiefs of Field Audit Offices
Official addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Executive Officer
Defense Contract Audit Agency, Bldg. 4, Room 4C346
Alexandria, VA 22314
Telephone: Area Code 202/274-7319

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Executive Officer, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Written requests for information should contain the full name of the individual, and the current address and telephone number. Visits are limited to the Executive Office, Cameron Station, Alexandria, Va

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified in the file.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Correspondence originating in the Congressional Committee, in the staff offices of the Defense Contract Audit Agency, and other Federal agencies; notes and documents collected in the process of formulating a reply.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

RDCAA 260.6

SYSTEM NAME:

260.6 Congressional Correspondence

SYSTEM LOCATION:

Primary System-Executive Office, Headquarters, DCAA

Decentralized Segments-DCAA Regional Offices and Field Audit Offices. Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who has written to a Member of Congress concerning employment information or assistance in obtaining employment that was referred to DCAA for reply by the Congressman.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of the correspondence from the individual if forwarded by the Member, copies of the referral letter from the Member, the reply made by DCAA to either the individual or the Member, and any backup material developed in the process of preparing the reply.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 United States Code 301; 10 United States Code 133; 44 United States Code 2901; et. seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Office staff responsible for preparing the reply or for providing information on which to base a reply.

Other routine uses could include disclosure to other Department of Defense components or other Federal agencies.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

These records are filed chronologically under the subject 'Congressional Correspondence,' and may be indexed by Congressman's name and include subject of letter and name of individual, if known.

SAFEGUARDS:

Files are under staff supervision during duty hours; buildings are locked and/or guarded by security guards during non-duty hours.

RETENTION AND DISPOSAL:

These files are retained in current files for one year, then retired to a Federal Records Center for destruction after four years.

SYSTEM MANAGER(S) AND ADDRESS:

Headquarters, DCAA, Executive Officer
Regional Managers, DCAA
Chiefs of Field Audit Offices
Official addresses are in the Department of Defense directory in the appendix to DCAA's systems notice.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Executive Officer
Defense Contract Audit Agency, Bldg. 4, Room 4C346
Alexandria, VA 22314
Telephone: Area Code 202/274-7319

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Executive Officer, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Written requests for information should contain the full name of the individual, and the current address and telephone number. Visits are limited to the Executive Office, Cameron Station, Alexandria, VA 22314.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified in the file.

CONTESTING RECORD PROCEDURES:

The Department's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Correspondence originating in the Congress, in the staff offices of DCAA and other Federal agencies; notes and documents collected in the process of formulating a reply.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

RDCAA 311.3

SYSTEM NAME:

311.3 Applicant Supply File Index

SYSTEM LOCATION:

Personnel Office of Headquarters, DCAA and each region maintaining an applicant supply file.

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notice

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have applied for employment at the respective organizational elements at which the application is retained.

CATEGORIES OF RECORDS IN THE SYSTEM:

Card index showing location of applitions which are filed elsewhere by job category and date of receipt.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301; 10 USC 133; 44 USC 2901; Appendix A, Chapter 333, Federal Personnel Manual

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To identify and locate the applications on file

Used by the staff of the Personnel office to quickly locate applications in the applicant supply file; maintain inventory of applicant supply file.

Other routine uses could include disclosure to other Department of Defense components, the Civil Service Commission, the Department of Justice or to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The index is a card file maintained in a file box

RETRIEVABILITY:

Filed by name, alphabetically

SAFEGUARDS:

Under control of Personnel office staff during duty hours; building or office area locked during nonduty hours.

RETENTION AND DISPOSAL:

Destroyed when application to which it pertains is removed from applicant supply file.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Personnel, Headquarters, DCAA; Personnel offices at regional headquarters; addresses in Agency directory.

NOTIFICATION PROCEDURE:

Requests for information should be sent or made to the SYSMANAGER of the office to which the application was submitted.

Written requests must include the individuals' full name, current address, and telephone number.

Individual may visit office of the SYSMANAGER

For personal visits, individuals must be able to furnish positive identification.

RECORD ACCESS PROCEDURES:

Individuals may obtain information on access to records by communicating with the SYSMANAGER where application was submitted.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

RECORD SOURCE CATEGORIES:

Information comes from the application submitted by the individual. EXEMPTIONS NONE

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

RDCAA 311.4

SYSTEM NAME:

311.4 Applicant correspondence

SYSTEM LOCATION:

At those regions maintaining alphabetical file of correspondence with applicants.

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's system's notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have made application for or inquiry concerning employment

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence between the applicant or inquirier and the regional Personnel office.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5USC 301; 10 USC 133; 44 USC 2901; Chapter 333, Federal Personnel Manual

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The record is used to provide continuity in corresponding with individuals regarding employment; to maintain complete package in conjunction with applicant supply file; for use in following up on applicants.

May be used by Personnel office staff for responding to correspondence or applications; for following up on applicants; as part of referral to management officials for consideration of the applicant.

Management officials who consider the applicants for employment.

Other routine uses could include disclosure to other Department of Defense components, the Civil Service Commission, the Department of Justice or to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper record in file folder

RETRIEVABILITY:

Filed alphabetically by name

SAFEGUARDS:

Under control of Personnel office staff during duty hours; building locked during nonduty hours

RETENTION AND DISPOSAL:

Destroyed when application to which it pertains is removed from applicant supply file

SYSTEM MANAGER(S) AND ADDRESS:

Personnel officer of regions maintaining such file

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's system's notice.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER of the region to which application or inquiry has been submitted.

Written requests must include the individuals' full name, current address, and telephone number

Individual may visit the Personnel office of the region to which application or inquiry was submitted.

For personal visits, individual must be able to furnish positive identification.

RECORD ACCESS PROCEDURES:

Individual may obtain information on access to records by communicating with the SYSMANAGER where application or inquiry was submitted.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

RECORD SOURCE CATEGORIES:

Correspondence from applicants and response thereto

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

RDCAA 315.10

SYSTEM NAME:

315.10 Executive Development Program

SYSTEM LOCATION:

Personnel Division, HQ DCAA; Personnel Office, Regions

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notice

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DCAA Auditor employees, GS-13 and above who have been approved as participants in the DCAA Executive Development Program.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence regarding nomination and selection for Executive Development Program; Assessment of Promotion Potential; Assessment for Specific Positions; Auditor Performance Evaluation; Availability Statement; SF-171; DCAAF 1435-1, DCAA Executive Development Program; Executive Development Plan.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301; 10 USC 133; 44 USC 2901; Fderal Personnel Manual, Chapter 412

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information collected to determine employee qualification for participation in EDP; consider for promotion, developmental or mission-requirement reassignment; monitor training and development; record stated availability.

Personnel staff members; members, Career Management Board, Executive Manpower Resources Board; involved management officials.

Personnel Staff: Receipt, filing; preparation of submission to Executive Manpower Resources Board; rating and ranking; surveys nomination for training; Career Management Board/Executive Manpower Resources Board: Consideration of individual for the program; promotion, reassignment; review of training plan; progress. Involved management officials: evaluating, assessing, nominating, considering for assignment, reassignment, promotion, recognition.

Other routine uses could include disclosure to other Department of Defense components, the Civil Service Commission, the Department of Justice or to law enforcement or investigatory authorities for investigation and possible criminal prosecution, Civil court action or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

By name, Alphabetically

SAFEGUARDS:

Files under surveillance of Personnel Office staff during duty hours; building secure and guarded during nonduty hours.

RETENTION AND DISPOSAL:

Retained in Executive Development Program file during individuals retention in the Program. Transferred to Official Personnel Folder upon release from program. Destroyed upon separation from Agency.

SYSTEM MANAGER(S) AND ADDRESS:

Chairman, Executive Manpower Resources Board, HQ DCAA

NOTIFICATION PROCEDURE:

Information may be obtained from SYSMANAGER

Written requests should contain individual's full name, current address, telephone number, and office of assignment.

Individuals may visit the office of the SYSMANAGER.

For personal visit, individual must furnish positive identification.

RECORD ACCESS PROCEDURES:

Individuals may obtain information on access to records by communicating with the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314

RECORD SOURCE CATEGORIES:

Individual
Regional Manager
Supervisor
EMRB, Chairman
Director

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

RDCAA 315.11

SYSTEM NAME:

315.11 Career Files

SYSTEM LOCATION:

Headquarters, DCAA, Personnel Division; Personnel Division, each regional headquarters.

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's system notice

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of DCAA:

At Headquarters, DCAA, GS-12 and above

At regional headquarters, all employees of the respective regions

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains copies of Performance Evaluations, Assessments of Promotion Potential; SF 171, Employee Qualification Record; Individual Employee Inventory Record; Experience Resume; Records of Training; copies of letters of commendation and appreciation; Official Performance Ratings; Report of Professional Activities; Auditor Progress Report; Auditors' Availability Statement.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301; 10 USC 133; 44 USC 2901; Federal Personnel Manual, Chapter 335

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide the Executive Manpower Resources Board, Career Management Boards, and management officials with necessary career progression and development information to make decisions on personnel actions regarding the individual

Material in the Career Files is made available to members of the Executive Manpower Resources Board, Career Management Board, and management officials involved in making personnel action decisions regarding the individual employee.

The material is used in connection with developing training plans for employees, rating and ranking for promotion, determining career development reassignments; as a basis for recognition.

Other routine uses would include disclosure to other Department of Defense components, the Civil Service Commission, the Department of Justice or to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Filed: At Headquarters, DCAA, by region, by grade, auditor, administrative, alphabetically; At regions: by grade, alphabetically; by FAO, by grade, auditor, administrative, alphabetically.

SAFEGUARDS:

Stored in file cabinets under constant surveillance of Personnel Office Staff during duty hours; cabinet locked during nonduty hours; buildings locked and guarded during nonduty hours.

RETENTION AND DISPOSAL:

Files are retained during tenure of the employee concerned.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Personnel, Headquarters, DCAA

Chief, Personnel Divisions, all regions, DCAA

Official mailing addresses are in the Department of Defense directory in the Appendix to DCAA's system's notice.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER of the respective region.

Written requests for information should contain individual's full name, current address, telephone number, General Service grade, and office of assignment.

For personal visits, individual must furnish positive identification.

Requestor may visit the servicing personnel office to determine whether the system contains information pertaining to him/her. Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's system's notice.

Individual may visit any DCAA personnel office which provides personnel services to the individual or to the personnel office, Headquarters, DCAA, if GS-12 or above.

RECORD ACCESS PROCEDURES:

Individuals may obtain information on access to records by communicating with the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314

RECORD SOURCE CATEGORIES:

Former and present supervisory personnel; individual concerned; personnel office; Defense Contract Audit Institute; Automatic Data Processing-Personnel Inventory Systems; persons writing commendations and favorable communications.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

RDCAA 322.7

SYSTEM NAME:

322.7 Students and Instructors

SYSTEM LOCATION:

All DCAA offices. Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who has been a student or instructor for any training courses sponsored by DCAA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents relating to applications and selections of students and guest instructors for DCAA-sponsored training courses.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301; 10 USC 133; 44 USC 2901, et. seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Office staff providing the training, or offices involved in the review process of training sponsored by DCAA.

Other routine uses could include disclosure to other Department of Defense components, the Civil Service Commission, the Department of Justice or to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

These records are filed by course title, then by name of individual participants.

SAFEGUARDS:

Files are under staff supervision during duty hours; buildings are locked and/or guarded by security guards during non-duty hours.

RETENTION AND DISPOSAL:

These files are destroyed after two years.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Director, Resources, Headquarters, DCAA

Assistant Director, Operations and Professional Development, Headquarters, DCAA

Regional Managers, DCAA

Chiefs, Field Audit Offices, DCAA

Manager, Defense Contract Audit Institute, Memphis, Tennessee

Official addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

NOTIFICATION PROCEDURE:

Information may be obtained from SYSMANAGERS.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to SYSMANAGER of office concerned.

Written requests should contain the full name, address, and telephone number of the individual. Visits are limited to those offices listed in the Department of Defense directory in the appendix to DCAA's systems notices.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employee identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

RECORD SOURCE CATEGORIES:

Correspondence originating in any DCAA office sponsoring training courses, from students and instructors of courses.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

RDCAA 347.2

SYSTEM NAME:

347.2 Labor Management Relations Case Files

SYSTEM LOCATION:

Personnel Division, Headquarters, DCAA and regional Personnel Offices

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's system's notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees who are involved in grievances or other administrative proceedings and are represented by recognized unions having negotiated agreements with DCAA.

Employees involved in the filing of an Unfair Labor Practice (ULP) complaint which has been referred to the Assistant Secretary for Labor-Management Relations.

Designated union officials, stewards, and representatives.

CATEGORIES OF RECORDS IN THE SYSTEM:

Case files contain all information pertaining to a specific proceeding or ULP including correspondence, statements, exhibits, and decisions.

Personnel Division, Headquarters, DCAA and regional Personnel Offices maintain lists of local union officials, stewards, and representatives.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. 11491, as amended, 'Labor-Management Relations in the Federal Service.'

ROUTINES USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Data is used by DCAA officials to whom authority has been delegated to direct, manage, and implement the provisions of E.O. 11491, as amended, 'Labor-Management Relations in the Federal Service.'

Other routine users could include officials of other DoD components, representatives of other Executive Branch Departments and Agencies, and duly appointed examiners or arbitrators who are charged with program responsibilities under E.O. 11491, as amended, 'Labor-Management Relations in the Federal Service.'

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records are stored in file folders or case jackets.

RETRIEVABILITY:

Records are retrieved by case subject, case number, or individual employee name.

SAFEGUARDS:

Records are under the surveillance of Personnel Office staff during duty hours. During nonduty hours, records are secured in locked file cabinets or combination safes.

RETENTION AND DISPOSAL:

Case files destroyed 5 years after supersession, obsolescence or final adjustment.

Lists of union officials, stewards, and representatives are normally destroyed after a new roster has been established.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Personnel, HQ DCAA

Personnel Officer of each region

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

NOTIFICATION PROCEDURE:

Requests for information should be made to the region in which the case originated.

Written requests should contain individual's full name, current address, telephone number and office of assignment.

Individuals may visit the personnel office of the region in which the case originated.

For personal visits, individual must furnish positive identification.

Information will be at the Personnel Office of the Region in which the case originated or HQ.DCAA.

RECORD ACCESS PROCEDURES:

Individuals may obtain information on access to records by communicating in writing or personally with the SYSMANAGER or Personnel Officer of the Region of record.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314

RECORD SOURCE CATEGORIES:

DCAA Personnel Offices; Office of the Assistant Secretary of Labor for Labor-Management Relations; individual employees; union officials, stewards, and representatives.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

RDCAA 358.1

SYSTEM NAME:

358.1 General EEO Files

SYSTEM LOCATION:

Primary System-office of EEO Counselors throughout DCAA Official Mailing addresses are in the DoD Directory in the Appendice to the DCAA Systems Notices

Decentralized Segments-Office of EEO Officer, HQ, DCAA; Office of Counsel, HQ, DCAA; Regional EEO Officer in Region where complaint arose

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any civilian employee of DCAA who has contacted an EEO Counselor regarding any form of discrimination against them by any organizational level of DCAA

CATEGORIES OF RECORDS IN THE SYSTEM:

CSC Form 894, Complaint of Discrimination in the Federal Government; affivadits; EEO Counselor's Report; correspondence between Counselor and local offices of DCAA

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

EEO Act of 1962 as implemented by CSC Federal Personnel Manual Chapter 713

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

EEO Counselor; Regional EEO Officer; EEO Officer, HQ, DCAA; Counsel, HQ

DCAA; may be disclosed to any component of DoD, Department of Justice and CSC

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Filed alphabetically by last name of complainant

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Destroy after 2 years.

SYSTEM MANAGER(S) AND ADDRESS:

EEO Counselor concerned; Regional EEO Officer; EEO Officer, HQ, DCAA

NOTIFICATION PROCEDURE:

Information may be obtained from:
EEO Officer
HQ, DCAA
Room 4C346
Cameron Station
Alexandria, Virginia 22314
Telephone: 202-274-7319

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: EEO Officer, DCAA, Cameron Station, Alexandria, VA 22314

Written requests for information should contain the full name of the individual, current address and telephone number, present or former DCAA office.

Visits are limited to EEO Office, Headquarters, DCAA, Room 4C346, Cameron Station, Alexandria, VA 22314

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from EEO Officer, HQ, DCAA, Cameron Station, Alexandria, VA 22314

RECORD SOURCE CATEGORIES:

Letters from complainant; affivadits of supervisors and others knowledgeable of circumstances surrounding complaint; other correspondence relative to complaint.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

RDCAA 358.21

SYSTEM NAME:

358.21 EEO Complaints Resolved by DCAA

SYSTEM LOCATION:

Primary System-Office of EEO Officer, HQ, DCAA Official Mailing addresses are in the DoD Directory in the Appendice to the DCAA Systems Notices

Decentralized Segments-Office of Counsel, HQ, DCAA; Regional EEO Officer in Region where complaint arose

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any civilian employee of DCAA who has brought an EEO complaint against any organizational level of DCAA.

CATEGORIES OF RECORDS IN THE SYSTEM:

CSC Form 894, Complaint of Discrimination in the Federal Government; Affivadits; EEO Counselor's report; Investigator's Report; transcript and other documents relating to the hearing; correspondence between all echelons of DCAA concerning this complaint; inter and intra agency correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

EEO Act of 1962; US Civil Service Commission Federal Personnel Manual Chapter 713

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Director, DCAA; EEO Officer, HQ, DCAA; Counsel, HQ, DCAA; Dir. of personnel, HQ, DCAA, Regional Manager in Region of Complaint; may be disclosed to any component of DoD, Department of Justice, and Civil Service Commission.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of complainant.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Destroy 7 years after final adjustment. Records are retained in active file until end of calendar year in which complaint was settled, held one additional year in inactive file and subsequently retired to Washington National Records Center.

SYSTEM MANAGER(S) AND ADDRESS:

EEO Officer, HQ, DCAA; Cameron Station, Alexandria, VA 22314

NOTIFICATION PROCEDURE:

Information may be obtained from:
EEO Officer
HQ, DCAA
Room 4C346
Cameron Station
Alexandria, Virginia 22314
Telephone: 202-274-7319

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: EEO Officer, DCAA, Cameron Station, Alexandria, VA 22314

Written requests for information should contain the full name of the individual, current address and telephone number, present or former DCAA office.

Visits are limited to EEO Office, Headquarters, DCAA, Room 4C346, Cameron Station, Alexandria, VA 22314

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from EEO Officer, HQ, DCAA, Cameron Station, Alexandria, VA 22314

RECORD SOURCE CATEGORIES:

Letters from complainant; affivadits of supervisors and others knowledgeable of circumstances surrounding complaint; correspondence between all echelons of DCAA concerning the complaint; interagency and intraagency correspondence.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

RDCAA 358.22

SYSTEM NAME:

358.22 EEO Cases resolved by CSC.

SYSTEM LOCATION:

Primary System-Office of EEO Officer, HQ, DCAA Official Mailing addresses are in the DoD Directory in the

Appendice to the DCAA Systems Notices

Decentralized Segments-Office of Counsel, HQ, DCAA; Regional EEO Officer in Region where complaint arose

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any civilian employee of DCAA who has brought an EEO complaint against any organizational level of DCAA.

CATEGORIES OF RECORDS IN THE SYSTEM:

CSC Form 894, Complaint of Discrimination in the Federal Government; Affivadits; EEO Counselor's report; Investigator's Report; transcript and other documents relating to the hearing; correspondence between all echelons of DCAA concerning this complaint; inter and intra agency correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

EEO Act of 1962; US Civil Service Commission Federal Personnel Manual Chapter 713

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Director, DCAA; EEO Officer, HQ, DCAA; Counsel, HQ, DCAA; Dir. of Personnel, HQ, DCAA, Regional Manager in Region of Complaint; may be disclosed to any component of DoD, Department of Justice, and Civil Service Commission.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of complainant.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

According to USCSC records schedule

SYSTEM MANAGER(S) AND ADDRESS:

EEO Officer, HQ, DCAA; Cameron Station, Alexandria, VA. 22314

NOTIFICATION PROCEDURE:

Information may be obtained from:
EEO Officer
HQ, DCAA
Room 4C346
Cameron Station
Alexandria, Virginia 22314
Telephone: 202-274-7319

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: EEO Officer, DCAA, Cameron Station, Alexandria, VA 22314

Written requests for information should contain the full name of the individual, current address and telephone number, present or former DCAA office.

Visits are limited to EEO Office, Headquarters, DCAA, Room 4C346, Cameron Station, Alexandria, VA 22314

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from EEO Officer, HQ, DCAA, Cameron Station, Alexandria, VA 22314.

RECORD SOURCE CATEGORIES:

Letters from complainant; affivadits of supervisors and others knowledgeable of circumstances surrounding complaint; correspondence between all echelons of DCAA concerning the complaint; interagency and intraagency correspondence.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

RDCAA 358.23

SYSTEM NAME:

358.23 Other copies of EEO Complaint Case files

SYSTEM LOCATION:

Primary System-Office of EEO Officer, HQ, DCAA Official Mailing addresses are in the DoD Directory in the Appendice to the DCAA Systems Notices

Decentralized Segments-Office of Counsel, HQ, DCAA; Regional EEO Officer in Region where complaint arose

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any civilian employee of DCAA who has brought an EEO complaint against any organizational level of DCAA.

CATEGORIES OF RECORDS IN THE SYSTEM:

CSC Form 894, Complaint of Discrimination in the Federal Government; Affivadits; EEO Counselor's report; Investigator's Report; transcript and other documents relating to the hearing; correspondence between all echelons of DCAA concerning this complaint; inter and intra agency correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

EEO Act of 1962; US Civil Service Commission Federal Personnel Manual Chapter 713 Director, DCAA; EEO Officer, HQ, DCAA; Counsel, HQ, DCAA;

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Dir. of Personnel, HQ, DCAA, Regional Manager in Region of Complaint; may be disclosed to any component of DoD, Department of Justice, and Civil Service Commission.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of complainant.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Destroy after 1 year

SYSTEM MANAGER(S) AND ADDRESS:

EEO Officer, HQ, DCAA; Cameron Station, Alexandria, Va. 22314

NOTIFICATION PROCEDURE:

Information may be obtained from:
EEO Officer
HQ, DCAA
Room 4C346
Cameron Station
Alexandria, Virginia 22314
Telephone: 202-274-7319

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: EEO Officer, DCAA, Cameron Station, Alexandria, VA 22314

Written requests for information should contain the full name of the individual, current address and telephone number, present or former DCAA office.

Visits are limited to EEO Office, Headquarters, DCAA, Room 4C346, Cameron Station, Alexandria, VA 22314

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from EEO Officer, HQ, DCAA, Cameron Station, Alexandria, VA 22314.

RECORD SOURCE CATEGORIES:

Letters from complainant; affivadits of supervisors and others knowledgeable of circumstances surrounding complaint; correspondence between all echelons of DCAA concerning the complaint; interagency and intraagency correspondence.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

RDCAA 358.24

SYSTEM NAME:

358.24 EEO Background Documents not included in case files.

SYSTEM LOCATION:

Primary System-Office of EEO Officer, HQ, DCAA Official Mailing addresses are in the DoD Directory in the Appendice to the DCAA Systems Notices

Decentralized Segments-Office of Counsel, HQ, DCAA; Regional EEO Officer in Region where complaint arose

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any civilian employee of DCAA who has brought an EEO complaint against any organizational level of DCAA.

CATEGORIES OF RECORDS IN THE SYSTEM:

CSC Form 894, Complaint of Discrimination in the Federal Government; Affivadits; EEO Counselor's report; Investigator's Report; transcript and other documents relating to the hearing; correspondence between all echelons of DCAA concerning this complaint; inter and intra agency correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

EEO Act of 1962; US Civil Service Commission Federal Personnel Manual Chapter 713

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Director, DCAA; EEO Officer, HQ, DCAA; Counsel, HQ, DCAA; Dir. of Personnel, HQ, DCAA, Regional Manager in Region of Complaint; may be disclosed to any component of DoD, Department of Justice, and Civil Service Commission.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of complainant.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Destroy 3 years after final adjustment

SYSTEM MANAGER(S) AND ADDRESS:

EEO Officer, HQ, DCAA; Cameron Station, Alexandria, Va. 22314

NOTIFICATION PROCEDURE:

Information may be obtained from:
EEO Officer
HQ, DCAA
Room 4C346
Cameron Station
Alexandria, Virginia 22314
Telephone: 202-274-7319

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: EEO Officer, DCAA, Cameron Station, Alexandria, VA 22314

Written requests for information should contain the full name of the individual, current address and telephone number, present or former DCAA office.

Visits are limited to EEO Office, Headquarters, DCAA, Room 4C346, Cameron Station, Alexandria, VA 22314

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from EEO Officer, HQ, DCAA, Cameron Station, Alexandria, VA 22314.

RECORD SOURCE CATEGORIES:

Letters from complainant; affivadits of supervisors and others knowledgeable of circumstances surrounding complaint; correspondence between all echelons of DCAA concerning the complaint; interagency and intraagency correspondence.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

RDCAA 358.3

SYSTEM NAME:

358.3 Grievance & Appeal Files

SYSTEM LOCATION:

Grievances by HQ employees; Personnel Division, HQ DCAA.

Grievance by field employees; Personnel Division of region of origin.

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees who have filed formal grievances pursuant to Chapter 58, DCAAM 1400.1.

CATEGORIES OF RECORDS IN THE SYSTEM:

The written grievance; assignment of examiner; statements of witnesses; written summary of interviews; written summary of group meetings; transcript of hearing if one held; correspondence relating to the grievance and conduct of the inquiry; exhibits; evidence; transmittal; decision.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301; 10 USC 133; 44 USC 2901;Part 771, Civil Service Regulations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of the grievance & appeal file is to record the grievance or appeal, the nature and scope of inquiry into the matter being aggrieved or appealed and treatment accorded the matter by management.

Users are the grievant and grievant's representative; the Examiner; the Regional Manager; Personnel Office staff; the Assistant Director, Resources; the Director; Counsel; administrative staff involved in typing and processing the grievance.

The employee and representative are furnished a copy of the file for review and comment before decision.

The Examiner compiles the file and makes a Report of Findings and Recommendations based on the file.

The Regional Manager, when the deciding official, reviews the file to reach a decision.

Personnel Office staff may review the file to prepare a brief or write a decision for the deciding official; The Assistant Director, Resources may review the file as program manager.

The Director may review the file as deciding official.

Administrative staff members are involved in the physical handling and processing of the grievance such as typing, copying, transmitting.

Counsel may review file in making legal determinations.

Other routine uses could include disclosure to other Department of Defense components, the Civil Service Commission, the Department of Justice or to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records stored in tyable jackets in file cabinets or open shelf files.

RETRIEVABILITY:

Grievance files are filed by name alphabetically.

SAFEGUARDS:

Grievance files are under surveillance of Personnel Office staff during duty hours. During nonduty hours, the building is locked and under guard.

RETENTION AND DISPOSAL:

Each case file is retained in current files for 7 years after the case is closed, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Personnel, HQ DCAA;

Personnel Officer of each region;

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

NOTIFICATION PROCEDURE:

Requests for information should be made to the region in which the grievance originated.

Written requests should contain individual's full name, current address, telephone number and office of assignment.

Individuals may visit the personnel office of the region in which the grievance was filed.

For personal visits, individual must furnish positive identification.

Information will be at the Personnel Office of the Region in which the grievance originated or HQ, DCAA.

RECORD ACCESS PROCEDURES:

Individuals may obtain information on access to records by communicating in writing or personally with the SYSMANAGER or Personnel Officer of the Region of record.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

RECORD SOURCE CATEGORIES:

Grievant;

Witnesses;

Exhibits furnished in evidence by grievant and witnesses;

Grievance examiner;

Persons interviewed by the Examiner, other than witnesses.

Deciding official (decision).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

RDCAA 371.1

SYSTEM NAME:

371.1 Name Files

SYSTEM LOCATION:

Office, Director of Personnel, HQ DCAA.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees of DCAA on whom copies of communications, favorable or unfavorable, have been received.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of correspondence concerning the employee performance and conduct; warning notices to the employee; reports and records of counseling; copies of disciplinary action correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301; 10 USC 133; 44 USC 2901 et. seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The file serves as a repository of material furnished by field activities for information of the HQ staff. It is retained to provide continuity of knowledge and understanding of long term matters which may develop into adverse actions.

Personnel Office staff

Employee concerned

Management personnel with need to know

Director

Deputy Director

Assistant Director, Resources

Assistant Director, Operations & Professional Development

Executive Officer

Counsel

DCAA Mangement personnel with need-to-know:

The Personnel Staff for maintaining the files; advising management on appropriate actions and taking of actions.

The employee concerned, to be aware of matter and act on the knowledge.

Management personnel in evaluating information; initiating actions.

Director in order to be aware of those matters which could affect the agency; initiate action.

Deputy Director to be aware of matters which could affect other agency; initiate action in absence of Director.

Assistant Director, Resources, to be aware of matters which could affect the agency; initiate actions on the matter; advise Deputy Director and Director.

Assistant Director, Operations & Professional Development, to be aware of matters which could affect the agency; initiate actions; advise the Deputy Director and Director.

Other routine use could include disclosure to other Department of Defense components, the Civil Service Commission, the Department of Justice or to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Name files are paper records stored in file folders.

RETRIEVABILITY:

Name files are filed alphabetically.

SAFEGUARDS:

Files are under surveillance of Personnel Office staff during duty hours. Building is locked and guarded during nonduty hours.

RETENTION AND DISPOSAL:

Files are retained for a period of 2 years after separation from the Agency.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Personnel, HQ DCAA, Cameron Station, Alexandria, VA 22314.

NOTIFICATION PROCEDURE:

Requests for information should be sent to the SYSMANAGER.

Written requests must include the individuals full name, current address, telephone number and office of assignment.

Individual may visit the SYSMANAGER.

For personal visits, individual must furnish positive identification.

Information will be at the Office, Director of Personnel, HQ DCAA, Cameron Station, Alexandria, VA 22314.

RECORD ACCESS PROCEDURES:

Individual may obtain information on access to records by communicating in writing or personally with the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

RECORD SOURCE CATEGORIES:

Supervisory, management personnel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

RDCAA 371.13

SYSTEM NAME:

371.13 Official Personnel Folders

SYSTEM LOCATION:

Office, Director of Personnel, HQ DCAA

Personnel Office, all regions

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's system's notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Each civilian employee of DCAA

CATEGORIES OF RECORDS IN THE SYSTEM:

Notifications of Personnel Actions; appointment documentation; oath of office; application; payroll change slips; Official Performance Ratings; records of training; Letters of Commendation; Records of awards and recognition; health benefit and insurance registration and changes to position descriptions; Notice of Ratings; Service computation; designation of beneficiary; certificate of security clearance; SF-52s; performance evaluations; report of medical examination; employment inquiries; correspondence related to all the above.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301; 10 USC 133; 44 USC 2901; Federal Personnel Manual, Chapter 296-31

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Files are used to determine employee's qualifications, eligibilities and as a repository for those documents and records pertaining to the employee's career, position, salary and benefits.

Files are used by the Personnel Office staff to initiate, effect and/or record personnel actions; pay actions; determine qualifications; determine eligibility; as basis for counseling the employee regarding rights entitlements.

May be used by management officials and boards in considering employees for assignment, promotion, training, adverse actions.

May be used by Office of Council in advising management on legal aspects of matters involving the employee.

Other routine uses could include disclosure to other Department of Defense components, other Federal departments and agencies, the Civil ervice Commission, the Department of Justice or to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records bound in file folder

RETRIEVABILITY:

Filed by name

SAFEGUARDS:

Under constant surveillance of Personnel Office staff during duty hours; stored in locked cabinet in locked and guarded building during nonduty hours.

RETENTION AND DISPOSAL:

Retained during tenure of the employee; disposed of in accordance with FPM, Chapter 296.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Personnel, HQ DCAA

Personnel Offices at each region

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notice.

NOTIFICATION PROCEDURE:

Requests for information should be addressed to SYSMANAGER

Written requests for information must contain individual's full name, current address, telephone number, GS grade and office of assignment.

Individuals may visit the personnel office which provides personnel service to them.

For personal visits, individual must furnish proper credentials and above information orally.

RECORD ACCESS PROCEDURES:

A personal or written request to the SYSMANAGER

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

RECORD SOURCE CATEGORIES:

Employee; Personnel Offices; former and present supervisory personnel; payroll servicing offices; Civil Service Commission; training and education institutions; individuals who submit communications concerning the employee.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

RDCAA 371.2

SYSTEM NAME:

371.2 Supervisor Personnel Records

SYSTEM LOCATION:

Each Field Audit Office and each staff office at regional headquarters and HQ DCAA

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notice

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Each employee, except the supervisor, assigned to the organizational element.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains information relative to the individual employee; personnel actions in progress; copies of position descriptions; copies of performance evaluations, assessments of promotion potential, progress reports; copies of correspondence and communications relative the employee; record of duty assignments; record of leave status.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301; 10 USC 133; 44 USC 2901; Federal Personnel Manual, Chapter 295

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by supervisors as reference or reminder of past actions; as basis for initiating personnel actions on the employee; rotation of duty assignments;

for consideration of employees separated for military service for absentee personnel actions; monitor leave use

Used by the Supervisory auditor of the employee concerned for the above stated purposes.

Used by the Field Audit Office chief for the above purposes.

Used by administrative personnel for maintenance, clearance of obsolete material, extraction of statistical data, status checks.

Other routine uses could include disclosure to other Department of Defense components, the Civil Service Commission, the Department of Justice or to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Filed by name, alphabetically

SAFEGUARDS:

Under control of office staffs during duty hours. Work area or cabinet locked during nonduty hours.

RETENTION AND DISPOSAL:

Review annually; destroy material which has been superseded or is no longer applicable; destroy entire file 1 year after transfer or separation of the employee.

SYSTEM MANAGER(S) AND ADDRESS:

Each Field Audit Office and each staff office at regional headquarters and HQ DCAA addresses are in the DOD Directory in the appendix to DCAA's systems notice.

NOTIFICATION PROCEDURE:

Requests for information should be sent or made to the SYSMANAGER of that organizational element to which the individual is assigned.

Written requests must include the individuals' full name, current address, telephone number and office of assignment.

Individual may visit the office of the SYSMANAGER.

For personal visits, individual must furnish positive identification.

RECORD ACCESS PROCEDURES:

Individuals may obtain information on access to records by communicating with their current supervisor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314

RECORD SOURCE CATEGORIES:

Supervisors

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

RDCAA 371.5

SYSTEM NAME:

371.5 Locator Records

SYSTEM LOCATION:

Office, Director of Personnel, HQ DCAA, Cameron Station, Alexandria, VA 22314. Regional Offices and Field Audit Offices whose addresses are in the DoD directory in the appendix to DCAA's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees of DCAA

CATEGORIES OF RECORDS IN THE SYSTEM:

Employee's name, office room number, telephone, office symbol, home address, home telephone number, date prepared, spouse's name.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301; 10 USC 133; 44 USC 2901, et. seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Ready reference of employee home address and telephone number

Copy furnished to Office of Director and Deputy Director for business, social and protocol purposes.

Copy furnished the travel offices which use it to:

Furnish home telephone number to air carrier when booking flights for the individual;

Estimating local travel costs from home address;

Dispatching staff cars to individual's home;

Planning group travel.

Copy remains in Personnel Office for use in responding to inquiries regarding employees home address, telephone number.

Other routine use could include disclosure to other Department of Defense components, the Civil Service Commission, the Department of Justice or to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

3x5 card, stored in index card box.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Under control of office staff during duty hours. Building locked and/or guarded during nonduty hours.

RETENTION AND DISPOSAL:

Retained until separation of employee, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Personnel, HQ DCAA, Cameron Station, Alexandria, VA 22314.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

Written requests for information must include individual's full name, current address, telephone number and office of assignment.

Individual may visit the Office of the SYSMANAGER

For personal visit, individual must furnish positive identification.

RECORD ACCESS PROCEDURES:

A personal or written request to the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

RECORD SOURCE CATEGORIES:

Employee

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

RDCAA 371.7

SYSTEM NAME:

371.7 Service Record File

SYSTEM LOCATION:

Office, Director of Personnel, HQ DCAA

Personnel Office, each region

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notice

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Each civilian employee of each respective appointing office.

CATEGORIES OF RECORDS IN THE SYSTEM:

Current information regarding the individual employment status, chronology of personnel actions showing nature, date, position title, series grade, salary, organization, date of birth, Social Security number, retention subgroup, service computation date, date next Within Grade Increase due, leave category emergency addressee.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301; 10 USC 133; 44 USC 2901; et seq. Federal Personnel Manual Chapter 295

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide a ready reference on actions taken during the employee's tenure with the appointing office; to basic information for periodic actions and frequent reference; position control.

Used by Personnel office staff in carrying out routine personnel functions; to determine various items of information concerning individuals in accomplishing routine functions; schedule periodic actions such as within grade increases, length of service awards.

May be used by management officials for above purposes with respect to subordinates.

Other routine uses could include disclosure to other Department of Defense components, the Civil Service Commission, the Department of Justice or to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Double 5x8 cards, filed in Kardex file.

RETRIEVABILITY:

Filed by organizational element, grade and name.

SAFEGUARDS:

Under surveillance of Personnel Office staff during duty hours; locked Kardex file in locked and guarded building during nonduty hours.

RETENTION AND DISPOSAL:

Placed in inactive file upon separation of employee.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Personnel, HQ DCAA

Personnel Officer at each region

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notice.

NOTIFICATION PROCEDURE:

Information may be obtained from SYSMANAGER where employed or formerly employed.

Written requests for information must include individual's full name, current address, telephone number and office of assignment.

Individuals may visit the Personnel Office of the region in which employed or formerly employed.

For personal visits, individual must furnish positive identification.

RECORD ACCESS PROCEDURES:

A personal or written request to the SYSMANAGER

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314

RECORD SOURCE CATEGORIES:

Former and present employees; Official Personnel Folder; personnel actions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

RDCAA 371.8

SYSTEM NAME:

371.8 Inactive Service Records

SYSTEM LOCATION:

Office, Director of Personnel, HQ DCAA

Personnel Office, each region

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Each former civilian employee of each respective appointing office

CATEGORIES OF RECORDS IN THE SYSTEM:

Information regarding the individual's status during employment; chronology of personnel action taken; date of birth; SSN; retention subgroup; Service Computation Date; leave category; forwarding address; date and reason for separation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual, Chapter 295; 44 USC 2901 et seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by the Personnel Office staff to respond to inquirees regarding former employees; reuse in cases of reemployment of the individual.

Other routine uses could include disclosure to other Department of Defense components, the Civil Service Commission, other Federal departments or agencies, the Department of Justice or to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Double 5x8 cards, filed in file box.

RETRIEVABILITY:

Filed by name

SAFEGUARDS:

Under surveillance of Personnel Office staff during duty hours. Building locked and guarded during nonduty hours.

RETENTION AND DISPOSAL:

Retained for 3 years after separation of individual, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Director or Personnel, HQ DCAA

Personnel Officer at each region.

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notice.

NOTIFICATION PROCEDURE:

Information may be obtained from SYSMANAGER where formerly employed.

Written request for information must include individual's full name, current address, telephone number and office of former assignment.

Individual may visit the Personnel Office of the region in which formerly employed.

For personal visits, individual must furnish positive identification.

RECORD ACCESS PROCEDURES:

A personal or written request to the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

RECORD SOURCE CATEGORIES:

Individual concerned; Official Personnel Folder; personnel actions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

RDCAA 440.2

SYSTEM NAME:

440.2 Time and Attendance Reports

SYSTEM LOCATION:

Primary System-Information Systems and Services Branch, Headquarters, DCAA.

Decentralized Segments-DCAA Regional Offices and Field Audit Offices. Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees of the Defense Contract Audit Agency.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains a copy of individual's time and attendance report and other papers necessary for the submission of time and attendance reports and collecting of pay from the non-DCAA payroll office.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 United States Code 301; 10 United States Code 133; 44 United States Code 2901; et. seq.; 31 United States Code 66a.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Supervisors of employees review and certify accuracy of reports.

Reports are furnished to the appropriate Finance and Accounting office, which is another Department of Defense component.

Other routine uses could include disclosure to the Department of Justice or to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of employee.

SAFEGUARDS:

Files are under staff supervision during duty hours; buildings are locked and/or guarded by security guards during non-duty hours.

RETENTION AND DISPOSAL:

These records are destroyed six months after end of pay period to which applicable.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Director, Resources, Headquarters, DCAA

Regional Managers, DCAA

Chiefs of Field Audit Offices

Official addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A320
Alexandria, VA 22314
Telephone: Area Code 202/274-7285

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Written requests for information should contain the full name, address, telephone number of the individual and the employee payroll number.

Visits are limited to those offices listed in the Department of Defense directory in the appendix to DCAA's systems notices.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employee identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

RECORD SOURCE CATEGORIES:

Time and Attendance reports are completed by the time and attendance clerk.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

RDCAA 502.6

SYSTEM NAME:

502.6 Freedom of Information Administrative Appeals

SYSTEM LOCATION:

Office of Counsel, Headquarters, DCAA;

Office of Assistant Director, Resources, Headquarters, DCAA

Office of Records Administrator, Information Systems and Services Branch, Headquarters, DCAA.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who appeals an initial denial of information by the Agency.

CATEGORIES OF RECORDS IN THE SYSTEM:

Office of Counsel-File contains all documents created in the process of responding to administrative appeal for the release of information initially denied, including a copy of the letter from the appellant, all pertinent background data concerning the information denied, interoffice and interagency correspondence concerning the information denied, a copy of the appeal decision, and documents pertaining to civil action in the event of suit.

Office of Assistant Director, Resources-File contains a copy of the letter from the appellant, pertinent background information concerning the information initially denied, interoffice and interagency correspondence concerning the information denied, and a copy of the appeal decision.

Office of the Records Administrator-File contains a copy of the letter from the appellant and a copy of the appeal decision.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 552.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Office of Counsel-To determine legal sufficiency of information denial and response to the appellant.

Office of Assistant Director, Resources-To make appellate decision.

Office of Records Administrator-To prepare report to Congress of Freedom of Information Activity.

Disclosed to Department of Justice in event of civil action.

Disclosed to DoD in event of civil action.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Office of Counsel-Filed alphabetically by last name of appellant.

Office of Assistant Director, Resources-Filed alphabetically by last name of appellant.

Office of Records Administrator-Filed chronologically.

SAFEGUARDS:

During duty hours, records are under the supervision of the staffs of the three offices; security guards are provided.

RETENTION AND DISPOSAL:

Office of Counsel-These files retained in the Office of Counsel and destroyed 10 years after final action.

Office of Assistant Director, Resources-These files are destroyed two years after final action.

Office of Records Administrator. These files are destroyed three years after report to Congress.

SYSTEM MANAGER(S) AND ADDRESS:

Records Administrator, Headquarters, DCAA, Cameron Station, Alexandria, VA 22314.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A320
Alexandria, Va. 22314
Telephone: Area Code 202/274-7285

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Written requests for information should contain the full name of the individual, current address and telephone number. Visits are limited to the Records Administrator, Building 4, Room 4A320, Cameron Station, Alexandria, VA.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license or some other form of identification.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Building 4, Room 4A320, Cameron Station, Alexandria, VA 22314.

RECORD SOURCE CATEGORIES:

Correspondence and other communications from the individual appealing the determination; correspondence between DCAA staff members concerning the availability of the information; correspondence between DCAA and other Federal agencies concerning the availability of the information; workpapers and drafts of replies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

RDCAA 503.5

SYSTEM NAME:

503.5 Privacy Act Administrative Appeals

SYSTEM LOCATION:

Office of Counsel, Headquarters, DCAA;

Office of Assistant Director, Resources, Headquarters, DCAA;

Office of Records Administrator, Information Systems and Services Branch, Headquarters, DCAA

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who appeals an initial denial of information by DCAA under the Privacy Act of 1974.

CATEGORIES OF RECORDS IN THE SYSTEM:

Office of Counsel - File contains all documents created in the process of responding to administrative appeal for the release of information initially denied, including a copy of the letter from the appellant, all pertinent background data concerning the information denied, a copy of the appeal decision, and documents pertaining to civil action in the event of suit.

Office of Assistant Director, Resources - File contains a copy of the letter from the appellant, pertinent background information concerning the information initially denied, interoffice and interagency correspondence concerning the information denied, and a copy of the appeal decision.

Office of Records Administrator - File contains a copy of the letter from the appellant and a copy of the appeal decision.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 552(a)

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Office of Counsel - To determine legal sufficiency of information denied and response to appellant.

Office of Assistant Director, Resources - To make appellate decision.

Office of Records Administrator - To maintain statistics for annual report to Congress on the number of records which were exempted and the reasons for the exemptions, and such other information as indicates efforts to fully administer this Act.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Office of Counsel-Filed alphabetically by last name of appellant;

Office of Assistant Director, Resources - Filed alphabetically by last name of appellant;

Office of Records Administrator - Filed chronologically.

SAFEGUARDS:

Under staff supervision during duty hours; buildings provide security guards during nonduty hours.

RETENTION AND DISPOSAL:

Retention periods have not been determined and approved by the National Archives and Records Service of the General Services Administration. All files will be retained until this determination is made.

SYSTEM MANAGER(S) AND ADDRESS:

Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A320
Alexandria, VA 22314
Telephone: Area Code 202/274-7285

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Written requests for information should contain the full name of the individual, current address and telephone number. Visits are limited to the Records Administrator, Building 4, Room 4A320, Cameron Station, Alexandria, VA 22314.

For personal visits, the individual should be able to provide some acceptable identification, that is driver's license, and give some verbal

information that could be verified with 'case' folder.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

RECORD SOURCE CATEGORIES:

Correspondence and other communications from the individual appealing the determination; correspondence between DCAA staff members concerning the availability of the information; correspondence between DCAA and other Federal agencies concerning the availability of the information; work papers and drafts of replies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

RDCAA 575.4

SYSTEM NAME:

575.4 Postal Directory

SYSTEM LOCATION:

Personnel Offices at Headquarters and Regional Offices;

Mail Rooms in all DCAA offices;

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notices;

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Present and former civilian employees of DCAA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records utilized in mail rooms and personnel offices, used as a locator system, to facilitate delivery of mail to individuals, such as locator cards; copies of assignment or transfer orders; and similar records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 United States Code 301; 10 United States Code 133; 44 United States Code 2901, et. seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To deliver mail to individuals.

Other routine uses could include disclosure to other Department of Defense components, the Department of Justice or to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

Files are under staff supervision during duty hours; buildings are locked and/or guarded by security guards during non-duty hours.

RETENTION AND DISPOSAL:

Records at each location are to be destroyed six months after departure of employee.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Director Resources, Headquarters, DCAA;

Regional Managers, DCAA;

Chiefs of Field Audit Offices;

Addresses are listed in the Department of Defense directory in the appendix to DCAA's systems notices.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A320
Alexandria, Va. 22314
Telephone: Area Code 202/274-7285

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Records Administrator Defense Contract Audit Agency, Cameron Station, Alexandria, Va 22314.

Written requests for information should contain the full name, address, and telephone number and the official address of the individual. Visits are limited to those offices listed in the Department of Defense directory in the appendix to DCAA's systems notices.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employee identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, Va 22314.

RECORD SOURCE CATEGORIES:

Correspondence originating in DCAA offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

RDCAA 590.8

SYSTEM NAME:

590.8 DCAA Management Information System (MIS)

SYSTEM LOCATION:

Information Systems and Services Branch, Management Division, Headquarters, DCAA; Financial and Administrative Services Divisions, DCAA regional offices; field audit offices, respective DCAA regions whose addresses are in Department of Defense Directory in the appendix to DCAA's systems notices; Computer Sciences Corporation, 815 Commerce Drive, Oak Brook, Illinois 60521, which maintains systems data under contract with General Services Administration.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Information Systems and Services Branch, Headquarters, DCAA, all current civilian employees of DCAA; and former employees who were on Agency rolls any time after system implementation on 1 July 1974.

Financial and Administrative Servies Divisions, DCAA regional offices; all current civilian employees of respective DCAA regions and former employees who were on regional rolls any time after system implementation on 1 July 1974.

Field Audit Offices, DCAA; all current civilian employees of respective field audit offices and former employees who were assigned to office any time after system implementation on 1 July 1974.

Computer Sciences Corporation; all current civilian employees of DCAA and former employees who were on Agency rolls any time after system implimentation on 1 July 1974.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual employees are identified in system by social security account number recorded on input document, Employee Monthly Activity Report, Card 50. This record contains unique number of direct and indirect work assignments and the number of hours expended on each during reporting month. This is the only record in system directly associated with employee. However, individual data can be related to following additional data stored in system: (i) profile of contractors for which Agency has audit congnizance; (ii) inventory of contracts which are active and require audit effort during current fiscal year; (iii) inventory of

direct audit and indirect assignments with descriptive data to which effort will be charaged during current fiscal year or to which effort has been charged in previous fiscal years; (iv) audit determinations on assignments completed; and (v) information related to disposition of completed audit assignments.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301; 10 USC 133; 44 USC 2901, et. seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information Systems and Services Branch, Headquarters, DCAA: To produce statistical reports reflecting Agency-wide audit planning, programming, and performance, which are used by Headquarters, DCAA, management officials to evaluate and analyze audit operations.

Financial and Administrative Services Divisions, DCAA regional offices: To update data files and obtain statistical reports reflecting region-wide audit planning, programming, and performance, which are used by regional office management officials to evaluate, analyze, and control regional audit operations.

Field Audit Offices, DCAA: To submit update input data and obtain statistical reports related to planning, programming, and performance of audit assignments for the purpose of evaluating, analyzing, and controlling assignments of the office.

Computer Sciences Corporation: To maintain data and computer operating systems necessary to permit DCAA personnel to process data, maintain system, and produce required output reports. Computer Sciences Corporation does not obtain outputs from system and does not directly access stored data.

Other routine uses could include disclosure to antoher DoD component, Federal agency, the Department of Justice, or to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Input paper documents are stored in file folders and/or file cabinets; information converted to automated form for storage in system is stored on magnetic tape and/or disks; output reports on computer printout paper are stored in file cabinets, specialized file containers, or library shelving.

RETRIEVABILITY:

Individual records are retrieved by social security acount number; other statistical data are retrived by unique organizational code assigned to each element of DCAA down to field audit suboffice level.

SAFEGUARDS:

Access to computerized data requires knowledge and use of series of systems identification codes and passwords which must be entered in proper sequence before access to system is premitted. Access to computerized data is restricted to system analysts, programmers, and management analysts assigned to Headquarters, DCAA and regional offices. Regional offices can access only data pertaining to organizations and individuals within their respective region.

Access to printed output reports is controlled by systems analysts and management analysts assigned to Headquarters, DCAA and regional offices who determine type of report to be distributed to requesting management officials.

RETENTION AND DISPOSAL:

Paper input documents and output printputs are retained for reference purpose until superseded by subsequent reports or until no longer required for data validation; normally held for no longer than two years at which time they are destroyed.

Data converted to automated form and stored in computer system are maintained on magnetic tape for period of ten years after which data are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Information Systems and Services Branch, Headquarters, DCAA, Cameron Station, Alexandria, Virginia 22314.

NOTIFICATION PROCEDURE:

Information may be obtained form:
Records Administrator
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A320
Alexandria, Virginia 22314
Telephone: Area Code 202/274-7285

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, Virginia 22314.

Written requests for information should contain the full name, address, and telephone number and the official address of the individual. Visits are limited to those offices listed in the Department of Defense directory in the appendix to DCAA's systems notice.

For personal visits, the individual should be able to provide some acceptable identification, that is, drives's license, employee identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial deteminations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, Virginia 22314.

RECORD SOURCE CATEGORIES:

Information in system, other than data directly related to individual employees, is obtained by field audit office supervisors from audit reports and workpapers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

RDCAA 590.9

SYSTEM NAME:

590.9 DCAA Automated Personnel Inventory System (APIS)

SYSTEM LOCATION:

Information System and Services Branch, Management Division, Headquarters, DCAA; Personnel Division, Headquarters, DCAA; Personnel Divisions, Regional Offices, whose addresses are in Department of Defense directory in the appendix to DCAA's systems notices; Computer Sciences Corporation, 815 Commerce Drive, Oak Brook, Illinois 60521, which maintains system data under contract with General Services Administration.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Information Systems and Services Branch, Headquarters, DCAA and Computer Sciences Corporation-active applicants for employment with DCAA, all current civilian employees of DCAA, and former employees who were on Agency rolls any time after system implementation on 1 January 1969.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual employees are identified in the system by social security account number. Current and historical records contain the following types of data: Data related to positions employee has occupied in the Agency such as grade, occupational series, title, organizational location, salary and step, competitive

area and level, geographical location, supervisory designation; data related to employees status and tenure in the Federal civil service including veterans preference, competitive status, service computation date, tenure group; data personal to the employee such as birth date, physical and mental handicap code, and minority group designation code; benefits data such as enrollment in Federal employee life and health insurance and retirement programs; education and training data such as educational level, training accomplishment and requirements; career management data such as assessments of employee potential for advancement and evaluations of past performance; awards and recognition data such as performance and suggestion awards received; and professional qualifications data including certification as a Certified Public Accountant or membership in recognized professional societies.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301; 10 USC 133; 44 USC 2901, et. seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is collected, stored, and retrieved by Headquarters, DCAA, and DCAA Regional Offices to meet personnel and manpower management information requirements in support of program operations, evaluation and analysis activities, and for satisfying external and internal reporting requirements. Data is used by the Director, DCAA and those officials to whom authority has been delegated to direct, manage, and operate the Agency. Designated automated data processing vendors with whom the Agency may contract are authorized to maintain and enhance data and computer operating systems necessary for DCAA personnel to process data, maintain and enhance the system, and produce required outputs. Vendors neither obtain output from the system nor access stored data for other than validated, approved test procedures. Other routine uses could include disclosure to another DoD component, the United States Civil Service Commission, the Department of Justice or to law enforcement or investigative authorities for investigation and possible criminal prosecution, civil court uses, and regulatory policy.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Input paper documents are stored in file folders and/or file cabinets. Information converted to automated form for storage in system is stored on magnetic tape and/or disks. Output reports on computer printout paper are stored in file cabinets, specialized file containers, or library shelving. Individual employee output reports are filed in folders retained with official personnel records and/or career files.

RETRIEVABILITY:

Records and/or reports pertaining to an individual employee or applicant are retrieved by social security account number or random access.

SAFEGUARDS:

Access to computerized data requires knowledge and use of series of system identification code and passwords which must be entered in proper sequence to gain access to data in system. Access to computerized data is restricted to systems analysts and programmers assigned to Headquarters, DCAA. Regional personnel do not have access to automated data base and can access system only for the purpose of obtaining output reports previously formatted by Headquarters, DCAA, personnel.

Output reports are retained in personnel offices or other authorized Headquarters, regional, or field audit offices. Access to reports is controlled by assigned personnel during duty hours. After duty hours, reports are retained in locked offices or in buildings controlled by security personnel or alarm systems.

RETENTION AND DISPOSAL:

Records in the data base are permanent; however, paper input documents and output printouts are retained for reference purposes only until superseded or no longer required for data validation.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Information System and Services Branch, Headquarters, DCAA, Cameron Station, Alexandria, VA 22314.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A320
Alexandria, VA 22314
Telephone: Area Code 202/274-7285

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Written requests for information should contain the full name, address, and telephone number and the official address of the individual. Visits are limited to the Information Systems and Services Branch, HQ, DCAA, Cameron Station, Bldg. 4, Room 4B363, Alexandria, VA 22314.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license or employee identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

RECORD SOURCE CATEGORIES:

Basic personnel and position information is obtained from documents prepared by personnel offices in accordance with regulations prescribed by U.S. Civil Service Commission.

Assessment of employee's potential and evaluation of performance are obtained from documents completed by employee's supervisors.

Training data are obtained from employee's supervisors, Agency training facilities, and documents prepared by employee's personnel office.

All other information is obtained from questionnaires or other documents completed by employee.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DEFENSE CONTRACT AUDIT AGENCY OFFICES

(Alphabetically by State and City)

California

DCAA LOS ANGELES REGIONAL OFFICE
2500 Wilshire Blvd Suit 1270
Los Angeles CA 90057

DCAA SAN FRANCISCO REGIONAL OFFICE
450 Golden Ave
Box 36116
San Francisco CA 94102

Georgia

DCAA ATLANTA REGIONAL OFFICE
805 Walker St
PO Box 1498
Marietta GA 30061

Illinois

DCAA CHICAGO REGIONAL OFFICE
527 LaSalle St Rm 652
Chicago IL 60605

Massachusetts

DCAA BOSTON REGIONAL OFFICE
424 Trapelo Rd
Waltham MA 02154

Pennsylvania

DCAA PHILADELPHIA REGIONAL OFFICE
1421 Cherry St
Philadelphia PA 19102

Tennessee

DEFENSE CONTRACT AUDIT INSTITUTE
Admin Bldg 3rd Fl Defense Depot
Memphis TN 38114

Virginia

DCAA HEADQUARTERS
Cameron Station Rm 4A320
Alexandria VA 22314

DEFENSE LOGISTICS AGENCY

HOW SYSTEMS OF RECORDS ARE ARRANGED. Defense Logistics Agency records are arranged by major functional categories. Systems of records notices are grouped similarly. For example, a system of records on personnel security clearances may be found in the 153 series and about military personnel in the 322 series. These numbers are part of the system identification which precedes the notices in the Federal Register and look like this: S322.01 DLA-K. The letter S means Defense Logistics Agency. The first digit represents the primary functional area, the next two digits represents the sub-functional category of the primary functional area and the last two digits represents the numerical listing within that category. The suffix letters are internal management accounting devices.

HOW TO USE THE INDEX GUIDE. As an aid in locating a particular system of records, first determine the numerical series by functional area as listed below. This list identifies each series in the order in which it appears in this issuance. Having done so, use the series number to locate the systems of records in which you are interested.

SUBJECT SERIES

SYSTEM IDENTIFICATION SERIES

100
Administration

200
Planning and Management

300
Personnel

400
Finance

600
Transportation

800
Procurement

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required, to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below, only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE - LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and criminal investigations of the Component requesting the record.

ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of

Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom, maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

S111.11DCRA-AA

SYSTEM NAME:

Atlanta Personnel Data Bank System.

SYSTEM LOCATION:

Primary System - Office of Civilian Personnel, Employment and Management Assistance Division (DCRA-EE), Defense Contract Adminstration Services Region (DCASR) Atlanta. Decentralized Systems - Birmingham District Civilian Personnel Office and Orlando District Civilian Personnel Office.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian Personnel currently employed by the DCASR Atlanta.

CATEGORIES OF RECORDS IN THE SYSTEM:

Data on current position occupied by employee, data on employee's current employment status with DLA, training data, and selected personal data, including: social security account number (SSAN), name, sex, date of birth, age, physical handicap, Government insurance, veteran's preference, military reserve status, retired military status, education, and whether individual passed the Federal Service Entrance Examination or Professional and Administrative Career Examination.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U. S. C.,Sec. 301, 302, E.O.10561.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used as follows: Personnel Alert Register - As suspense list for Performance Appraisals, Step Increases, Career Status, Save Pay, and Leave Category Change. Accepted/Rejected Transaction List - Used to check and make correction to the monthly input to the data system. Retention Register - Maintained on current basis reflecting each competitive level affected by a reduction-in-force. Rotation Schedule - Maintains current status of employees occupying positions which require continuous contact with contractors. Notification of Pay Change Standard Form (SF) 1126 used for processing pay changes. A copy of the SF 1126 is sent to the Payroll Office for use in processing the pay change. Input Cards for Headquarters Defense Logistics Agency (DLA) Automated Civilian Personnel Data Bank System Used to transmit data input to the Headquarters DLA Automated Civilian Personnel Data Bank System, which system uses the data to prepare reports required by the Executive, Legislative and Judicial Branches of the government, and to provide information to officals of the Defense Logistics Agency for effective personnel administration. All segments of the system, except as noted above, are used in the Office of Civilian Personnel.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer paper printouts filed in binders and stored in file cabinet except for Notification of Pay Changes, distributed as required and Input Cards and magnetic tape which are stored in the Computer Room at DCASR Atlanta.

RETRIEVABILITY:

Filed by title of System Component and/or alphabetically by last name of employee. Records on magnetic tape retrieved by SSAN.

SAFEGUARDS:

Magnetic tapes are maintained in a tape library which are accessible only to authorized personnel. Computer personnel who process the reports are appropriately cleared.

Paper records are maintained in files in the Civilian Personnel Office in areas accessible only to Civilian Personnel Office employees. During non-duty hours, the Civilian Personnel Office is locked.

RETENTION AND DISPOSAL:

Records are maintained for three months after which they are destroyed (updated reports are furnished monthly) except as follows: Notification of Pay Changes become a permanent record in the Official Personnel Folder and Retention Register is destroyed after two years unless an appeal is pending.

SYSTEM MANAGER(S) AND ADDRESS:

Civilian Personnel Officer, DCASR Atlanta.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER. Employee need only to supply full name and organization.

RECORD ACCESS PROCEDURES:

Written or personal requests are to be directed to the Office of Civilian Personnel, DCASR Atlanta. Requesting individual should be able to certify to his/her identity. Official mailing address is contained in the Department of Defense Directory in the appendix to the DLA systems notice.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Official Personnel Folder and other personnel documents, activity supervisors, applications and forms completed by the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S111.11DCRT-E

SYSTEM NAME:

111.11 Defense Contract Administration Services Region (DCASR) Dallas Personnel Data Bank

SYSTEM LOCATION:

Office of Systems and Financial Management (DCRT-F), DCASR Dallas.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All current civilian employees of DCASR Dallas. Records are also maintained on individuals who have left the employment of DCASR Dallas but are deleted in no more than 12 months from the time the individual leaves.

CATEGORIES OF RECORDS IN THE SYSTEM:

The system contains the following information on each individual: Social Security number; nature of action taken; effective date of action; name; sex; date of birth; veterans' preference; tenure group; service computation date; physical handicap code; group life insurance coverage information; retirement system coverage; reserve status; education; eligibility for health benefits; information on whether the individual has passed the Federal Service Entrance Examination; type of appointment; organizational functional code; quit code; employing activity code; whether the individual is retired military; title, pay plan, series, grade, step of current position; a code identifying whether the individual is a supervisor; organizational code; work schedule; salary; location code; pay rate determinent; academic discipline, educational level, and year degree attained; submitting office number; for ex-military, information on the service, the component, and the military pay grade; a code as to whether the individual is a manager or not; for retired military only-date of retirement from the military; position number; due date for next within grade increase; competitive level and competitive area for reduction- in-force purposes; information as to whether veterans' preference is applicable for reduction-in-force; date of last Outstanding Performance Rating; dates of last position change and last promotion; information on mandatory career courses and other training received; and information on performance awards and other recognition received.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5U.S.C., Sec. 301, 302, 2951, 2952, 2954, E.O. 10561. Provides the Management Information System required of Federal agencies in Federal Personnel Manual (FPM) Chapter 250, Subchapter 1-4. Provides a means of automating the production of pay change notifications and reduction-in-force information required by FPM Chapter 293

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The information in the system is collected to provide recurring and one-time reports to DCASR management to use for manpower planning purposes and for such related purposes as Upward Mobility and Equal Employment Opportunity. The system is also used to provide information to the individual on certain records maintained on him/her in the system. The users of the system are limited to current DCASR employees; DCASR operating management; and Defense Logistics Agency (DLA) management. Employees use the information in the system to determine current benefits accruing to them from Federal employment and similar purposes. Operating management uses the system to track the performance of personnel programs and to do effective manpower planning. The Civilian Personnel Office uses the system to obtain in an automated form reports or other documents already provided in a manual form.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records in the storage are maintained on magnetic discs and/or magnetic tape. Printouts are stored in file drawers.

RETRIEVABILITY:

Records may be retrieved from the system by matching any elements of data in any record. Normally records are retrieved by name, social security number, organizational code, position identifiers.

SAFEGUARDS:

The system can be accessed only by programs prepared by the Office of Systems and Financial Management and access to the computer room is tightly controlled. Printouts are stored in locked file drawers in the Office of Civilian Personnel.

RETENTION AND DISPOSAL:

Tapes used to create the current tape are erased after 90 days. Printouts are destroyed when superseded by an updated printout.

SYSTEM MANAGER(S) AND ADDRESS:

Civilian Personnel Officer, DCASR Dallas.

NOTIFICATION PROCEDURE:

Individuals can determine whether the system contains records pertaining to them by contacting the SYSMANAGER. Official mailing address is contained in the Department of Defense directory in the appendix to the DLA systems notice. Current employees of the DCASR should furnish full name and social security number. Former employees of the DCASR should furnish full name, social security number and title, series and grade of the last position held at the DCASR.

For personal visits, current employees of the DCASR need only identify themselves verbally; former DCASR employees need to present some form of appropriate identification such as a valid driver's license.

RECORD ACCESS PROCEDURES:

Individuals may be notified how to gain access to any record by contacting the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

All information in the system is taken from documents which are filed in the employee's official personnel folder.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S111.11DDTC-R

SYSTEM NAME:

111.11 Civilian Personnel Data Bank

SYSTEM LOCATION:

Office of Civilian Personnel, Defense Depot Tracy

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees currently serviced by Defense Depot Tracy Civilian Personnel Office.

CATEGORIES OF RECORDS IN THE SYSTEM:

Data on current position occupied by employee; data on employee's current employment status with DLA, training data, and selected personal data, including: social security account number, name, sex, date of birth, physical handicap, Government insurance, veteran's preference, military reserve status, retired military status, education, and whether individual passed the Federal Service Entrance Examination or Professional and Administrative Career Examination.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., Sec. 301, 302, E.O. 10561, and E.O. 9397.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is maintained in support of the Civilian Personnel System in accordance with the Federal Personnel Manual. Information is used by Civilian Personnel Office staff and employees' supervisors as a locator file of all employees, to insure personnel actions are taken on timely and accurate basis, to prepare one-time statistical reports as required, to establish seniority rosters to identify employees for changes to prime shifts, to establish retention registers for reduction-in-force and position vacancies.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer paper printouts, magnetic tape.

RETRIEVABILITY:

Information identifiable to an individual is accessed by social security account number (SSAN).

SAFEGUARDS:

Magnetic tapes are kept in the computer room which is itself a security container with locked door and access limited to persons appropriately cleared and identified. Tapes are stored in a tape library when not used in processing. Computer personnel who process these reports are appropriately cleared. Printouts are kept in locked storage cabinets.

RETENTION AND DISPOSAL:

Computer listings destroyed by burning or shredding when superseded or after one month, whichever is sooner.

SYSTEM MANAGER(S) AND ADDRESS:

Civilian Personnel Officer, Defense Depot Tracy.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to SYSMANAGER. Official mailing address is contained in the Department of Defense directory in the appendix to the Defense Logistics Agency systems notice.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the SYSMANAGER, and must contain full name and SSAN. Written requests must contain a return address. For personal visits, the individual should be able to provide some acceptable identification, such as employing office identification card.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Civilian Personnel Office staff, official personnel folder.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S111.11DLA-K

SYSTEM NAME:

111.11 Rotation of Employees From Foreign Areas and the Canal Zone

SYSTEM LOCATION:

Staffing and Employee Relations Division, Staff Director, Civilian Personnel, Headquarters Defense Logistics Agency (HQ DLA), Cameron Station, Alexandria, VA. 22314

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees or former employees of DLA who have requested extension of tour of duty in Canal Zone and foreign areas beyond five years, or for whom management has made such a request.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files include requests for extension of duty in Canal Zone and foreign areas, request letters, statements as to need or justification and, when management initiates request, statement of employee's consent. Statement of approval or disapproval by the Staff Director, Civilian Personnel, HQ DLA, or his Deputy and comments by the staff elements as appropriate.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Sec. 1586; Department of Defense Instruction 1404.8.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used in determining whether extension of employee's overseas tour of duty beyond five years should be approved or disapproved. Information is used by HQ DLA Office of Civilian Personnel and management officials concerned with the extension.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by employee's last name.

SAFEGUARDS:

Records are maintained in locked filing cabinets in areas accessible only to Agency personnel.

RETENTION AND DISPOSAL:

Records are retained in active file until end of calendar year and held one to three additional years in inactive file and subsequently destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Director, Civilian Personnel, Headquarters Defense Logistics Agency, Cameron Station, Alexandria, VA. 22314

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name.

RECORD ACCESS PROCEDURES:

Official mailing address is in Department of Defense Directory in the appendix to the Defense Logistics Agency systems notice. Written requests for information should be addressed to the SYSMANAGER and contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license or employing office identification card, and give some verbal information which could be verified with his records.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Employee's supervisors, civilian personnel offices and government officials or other parties having an interest in the employee's assignment.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S111.11DLA-KP

SYSTEM NAME:

111.11 Bye-Bye Retirement System

SYSTEM LOCATION:

System may exist at Decentrilized DLA Primary Level Field Activities

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

System may contain information about Civilian Personnel of DLA Primary Level Field Activities (PLFAs) who are eligible for retirement.

CATEGORIES OF RECORDS IN THE SYSTEM:

Printout statement indicating estimated retirement annuity for employee. Information includes name of employee, service computation date, birth date, current salary and date begun and accumulated sick leave hours.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.Code, Sec 8331-8348, Civil Service Retirement.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is maintained for the purpose of supplying employees who are eligible for retirement with decision information. Information is used by the Civilian Personnel Office to counsel employees who are eligible to retire. Information is used by computer programmers for programming and reprogramming purposes.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Individual paper printout are stored in corresponding employee's Official Personnel Folder. Information may also be maintained in a Mark III remote time-sharing computer system.

RETRIEVABILITY:

Filed by alphabetical order within individual PLFA files. PLFA listings filed in single computer file and retrieved by file name.

SAFEGUARDS:

Records are maintained in locked file area and in locked computer terminal room. System access codes are restricted to Agency officials with a need for the information.

RETENTION AND DISPOSAL:

Records are destroyed after retirement of employee.

SYSTEM MANAGER(S) AND ADDRESS:

PLFA Civilian Personnel Officers. Official mailing addresses are in the DLA appendix to the DoD systems of records notices.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER. Employee need only supply full name and organization location.

RECORD ACCESS PROCEDURES:

Employee may visit the Personnel Office and review his Official Personnel Folder. Employee should be able to certify to his identity.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information furnished by the Office of Civilian Personnel and extracted from the employee's Official Personnel Folder. Accumulated sick leave hours are obtained from the payroll office.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S111.11DLA-KS

SYSTEM NAME:

111.11 Official Records for Host Enrollee Programs

SYSTEM LOCATION:

Geographically and organizationally decentralized to the Defense Logistics Agency (DLA) primary level field activities (PLFA) which act as hosts for individuals sponsored by local, state and federal agencies who seek work experience and training with DLA activities with or without DLA participation relative to compensation and reimbursement.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All applicants and selectees of Host Enrollee Programs.

CATEGORIES OF RECORDS IN THE SYSTEM:

Various forms and records pertaining to the selection and other administrative information originating during the tenure and after the separation of the selected individuals in the Host Enrollee Program of the DLA PLFA. Normally such records as time and attendance, training records, periodic evaluations, data on enrollee designee for emergency contact, work site location of enrollee, official address, telephone number, etc., are maintained.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Rehabilitation Act of 1973, Emergency Jobs and Unemployment Assistance Act of 1974 (P. L. 93-567), Comprehensive Employment and Training Act (CETA) (P. L. 93-203).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

This information is collected and maintained to assist personnel and management officials to administer a uniform program of work and training experience to enrollees and to make a proper evaluation of the enrollees and the respective Host Enrollee Program. The use of the records are restricted to

official personnel for administrative purposes.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file storage.

RETRIEVABILITY:

Filed alphabetically by employee name under particular type of Host Enrollee Program.

SAFEGUARDS:

Maintained in locked filing cabinets. Direct access to the files is limited to civilian personnel office employees and to supervisors and others who are identified as having a specific and legitimate need.

RETENTION AND DISPOSAL:

Records are maintained for the duration of the enrollee's program assignment. They are held for two years after separation from the program and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Civilian Personnel Officers (CPOs) of DLA Primary Level Field Activities.

NOTIFICATION PROCEDURE:

Requests for information from former enrollee about himself or herself should be forwarded to the SYSMANAGER at the PLFA where the enrollment occurred. Individuals currently enrolled in the Host Enrollee Program may obtain information direct from the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Enrollees should contact the designated SYSMANAGER. Written requests should include requestor's full name, job title and name of program enrolled or formerly enrolled and job title held. For personal visits employees should be able to provide some acceptable identification.

CONTESTING RECORD PROCEDURES:

The SYSMANAGER will provide the agency's and/or activity's rules for contesting contents of records and appeal rights.

RECORD SOURCE CATEGORIES:

Information contained in records of enrollees is obtained from employee, program sponsor, educational institutions, supervisors and others who contribute to the work and training experience of the enrollee while registered in the respective Host Enrollee Program of the activity.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S111.11DLA-XA

SYSTEM NAME:

111.11 Personnel Roster/Locator Files

SYSTEM LOCATION:

Headquarters Defense Logistics Agency (DLA) and all field activities where maintained.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees and military personnel for the DLA activity where records are maintained.

CATEGORIES OF RECORDS IN THE SYSTEM:

The system may contain name, organizational assignment, office and home telephone number, home address, grade/rank, military branch of service and date of rank, position title, job series, and spouse's name.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To notify DLA personnel of the arrival of visitors, to plan social functions, to recall personnel to duty station when required, for use in emergency notification, and to perform relevant functions/requirements/actions consistant with managerial functions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, card files and some on magnetic tape or disk.

RETRIEVABILITY:

Alphabetically by name, by organization, or grade/rank.

SAFEGUARDS:

Records are accessible only to authorized DLA personnel.

RETENTION AND DISPOSAL:

Records are destroyed upon termination/departure of DLA personnel or upon preparation of new locator cards/rosters.

SYSTEM MANAGER(S) AND ADDRESS:

Heads of HQ DLA principal staff elements and Heads of DLA field activities which maintain locator/roster files.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name, name of DLA activity and specific office at which employed.

RECORD ACCESS PROCEDURES:

Official mailing address of SYSMANAGER are in the DoD Directory in the appendix to the DLA system notice. Request should contain full name, current address and telephone number of the individual. For personal visits, the individual should be able to provide some acceptable identification; that is, drivers license, or DLA identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual, upon assignment to DLA and when changes occur.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S120.05DLA-K

SYSTEM NAME:

120.05 Schedule and Record of Overtime Assignment and Request

SYSTEM LOCATION:

First line supervisor or other supervisory levels in each organizational unit where a formalized overtime record is maintained. The record is not maintained by all supervisors but only by those who need such a record or where such a record is required by negotiated labor agreements.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any civilian employee in those organizational segments where formalized overtime records are kept may be covered.

CATEGORIES OF RECORDS IN THE SYSTEM:

A roster of civilian personnel in the organizational segment, schedules of proposed overtime, dates overtime was offered, record of whether employee accepted the overtime, hours and dates worked, amount of work produced during the overtime hours, and other information directly related to overtime usage.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., Sec. 301,302, and 5542, Overtime rates; computation.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used by the supervisor to assign overtime on an equitable, or rotational basis and to plan and schedule overtime as needed. It may also be used to determine the most productive of overtime workers. May be shown to employee representatives, such as unions, to demonstrate nature and equity of the system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders or file index cards.

RETRIEVABILITY:

Filed or listed by employee name within individual organizational segments.

SAFEGUARDS:

Records are maintained in file cabinets under the supervisor's control.

RETENTION AND DISPOSAL:

Records are destroyed after one year from the last date of overtime usage.

SYSTEM MANAGER(S) AND ADDRESS:

Office of Civilian Personnel of the appropriate Defense Logistics Agency (DLA) Primary Level Field Activity.

NOTIFICATION PROCEDURE:

Individuals may determine whether or not there is an overtime record pertaining to them by request to their immediate supervisor or to the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Written request for assistance in obtaining access to information should be directed to the SYSMANAGER. Official mailing address is in the Department of Defense directory in the appendix to the DLA systems notice. For personal visits to the SYSMANAGER, individual should be able to provide some acceptable identification such as office identification card or driver's license. However, inquiries will normally be made to the immediate supervisor by personal visit.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

The individual supervisors and others involved in the management of overtime in the activity.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S120.05DLA-KP

SYSTEM NAME:

120.05 Supervisors' Records and Reports of Employee Attendance and Leave.

SYSTEM LOCATION:

This system is decentralized by organization and geography to the supervisory level at all Defense Logistics Agency (DLA) field activities and Headquarters DLA. All records described are not necessarily maintained by all supervisors.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of the Defense Logistics Agency, and former such employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Schedule of planned leave, record of sick and annual leave and other types of leave taken, record of tardiness, absence without leave, leave without pay, administrative leave, and other absences of types of leave. In some cases the record may also contain notation of time actually present, time on temporary duty (TDY), and time on special assignments or temporary assignments. Record may be kept by the hour, day, week, pay period, quarter, or year. While records maintained in accordance with this notice are all 'hard copy' or manual in nature, some of the records may be produced by automated data processing as printouts from automated payroll and leave accounting systems described under other notices.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Chapter 63, Title 5 United States Code: Leave.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Data is used by supervisors and by civilian personnel office staff for the following purposes: Monitoring sick leave use and detecting patterns of attendance and sick leave usage which may be indications of problems in the use of leave or which should be discussed with the employee. Scheduling annual leave in an organized, fair and planned way. Identifying employees who may be congratulated for accumulation of sick leave or limited use of sick leave. Preparing statistical reports on leave use and attendance matters and for statistical evaluation and analysis of leave usage patterns. Posting daily leave usage onto time and attendance reports or records and answering employee questions on leave charges.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders or binders or file index cards.

RETRIEVABILITY:

By employee name within organizational segments, or chronologically by some time period.

SAFEGUARDS:

Any part of the records containing any personal or potentially sensistive data are maintained in locked filing cabinets or supervisors' locked desks.

RETENTION AND DISPOSAL:

Records are kept for one year and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Civilian Personnel Officer at each DLA Primary Level Field Activity.

NOTIFICATION PROCEDURE:

Employees who wish to determine what leave records are being maintained at supervisory or personnel office level should address their inquiries to their immediate supervisors or to the primary level field activity office of civilian personnel.

RECORD ACCESS PROCEDURES:

Personal requests for record content should be made to the immediate supervisor or to SYSMANAGER. Written request for assistance in obtaining access should be directed to the SYSMANAGER, and should contain the full name and organizational location of the employee. Official mailing addresses of the SYSMANAGER are in the Department of Defense directory in the appendix to the DLA systems notice. For personal visits to SYSMANAGER, the individual should provide some acceptable identification, such as activity identification card or driver's license.

CONTESTING RECORD PROCEDURES:

The agency rules for contesting contents and appealing initial

determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Payroll office and payroll records, including automated payroll systems, employee's supervisors, timekeepers, time and attendance clerks, leave slips (Standard Form 71 or equivalent).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S150.20DLA-T

SYSTEM NAME:

150.20 Security Violations Files

SYSTEM LOCATION:

Primary System - Reports of the more serious security violations involving information or material classified in the interests of national defense: Command Security Office, Headquarters, Defense Logistics Agency (HQ DLA). Decentralized segments - Above files plus all other reports of security violations: DLA Primary Level Field Activities (PLFAs)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian and military personnel currently or formerly employed by or assigned to DLA, employees of Department of Defense (DOD) contractor facilities, and other persons who may be involved in security violations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports of informal and formal administrative inquiries, investigations, statements of witnesses, photographs, and related papers regarding security violations pertaining to DLA activities.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. 11652 which pertains to the protection of information and material classified in the interests of national defense. DOD Directive 5200.1-R.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The information in the system is used by Security Officers in HQ DLA and PLFA's for the following:

Determining the suitability of DLA personnel involved in security violations to have continued access to classified information;

Evaluating the safeguards established within DLA to protect classified information and material; and

Referring violations involving Atomic Energy information and those in which espionage is suspected to the Justice Department as required should contain the full name, current address and telephone number of the individual and must be accompanied by a notorized statement attesting to by law.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by name of any individual held to be responsible for the violation.

SAFEGUARDS:

As a minimum, records are stored in locked containers whenever authorized DLA personnel are not present to control access to them. Any of these files containing classified documents are maintained in security containers approved by HQ DLA for storage of classified information.

RETENTION AND DISPOSAL:

Normally, records are retained in the active file two years after all aspects of the case are closed and then destroyed. Reports concerning violations of a sufficiently serious nature to be considered felonies are retained for two years in the active file and then held eight years in the inactive files and subsequently destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Command Security Officer, HQ DLA; Security Officers,DLA Primary Level Field Activities.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER. Individuals must provide their full names and the identity of DLA activity at which the violation occurred as well as the date of its occurrence.

RECORD ACCESS PROCEDURES:

Official mailing addresses of the SYSMANAGER are in the DOD Directory in the appendix to the DLA systems notice. Written requests for information the identity of the requestor and containing the following: 'I understand that knowingly and willfully seeking or obtaining access to records about another individual under false pretenses is punishable by a fine of up to 5,000 dollars under the provisions of the Privacy Act of 1974'. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified with his file. If the requestor cannot present suitable evidence of identification a notorized statement similar to that described above may be required.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Officials appointed to conduct administrative inquiries, informal or formal investigations as well as reports from DOD or other federal investigative agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under Title 5 U.S.C. 552a (k) (2) as applicable. Agency rules pertaining to this exemption are set forth in Appendix C of 32 CFR Part 1286 and DLA Regulation 5400.21. For additional information, contact the System Manager.

S153.01 DLA-T

SYSTEM NAME:

153.01 Personnel Security Files

SYSTEM LOCATION:

Primary System - Investigatory records containing unfavorable information requiring clearance action by the Defense Logistics Agency (DLA) Central Clearance Group (CCG) and records pertaining to persons involved in highly sensitive projects: Command Security Office, Command Security Officer, Headquarters Defense Logistics Agency (HQ DLA).

Decentralized segments - above files plus all other investigatory records: Security Officer, DLA Primary Level Field Activities (PLFAs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees and military personnel who have been the Subject of a National Agency Check (NAC); a Background Investigation (BI); or Special Background Investigation (SBI) pertaining to their qualifications for access to classified information.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports of investigations conducted by the Civil Service Commission (CSC), the Federal Bureau of Investigation (FBI), the Defense Investigative Service (DIS), the investigative units of the

Army, Navy and Air Force, and other Federal investigative organizations. Also, evidence of security clearances and access to classified information granted to individuals and certifications of security briefings and debriefings signed by individuals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order (E.O.) 10450, as amended, which was issued by virtue of the authority vested in the President by Section 7532 of Title 5, United States Code and other statutes enumerated in E.O. 10450.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The investigatory reports are used by appropriate Security Officers and Commanders or other designated officials as a basis for determining a person's eligibility for access to information classified in the interests of national defense.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Reports are filed alphabetically by name, date and place of birth. No indices are used to retrieve individual records from the system.

SAFEGUARDS:

As a minimum, records are stored in locked containers whenever authorized DLA personnel are not present to control access to them. Any of these files containing classified documents are maintained in security containers approved by HQ DLA for storage of classified information.

RETENTION AND DISPOSAL:

Reports are retained as long as the person is employed or assigned to DLA. After the person leaves DLA, the reports are placed in an inactive file, retained for two years, and then destroyed or returned to the agency which conducted the investigation.

SYSTEM MANAGER(S) AND ADDRESS:

Command Security Officer, HQ DLA; Security Officers of Primary Level Field Activities.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGERS.

RECORD ACCESS PROCEDURES:

Official mailing addresses of the SYSMANAGERS are in the Department of Defense Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, date and place of birth, current address and telephone number of the requestor. For personal visits, the requestor must be able to provide some acceptable identification (i.e., driver's license, parent's name, identification card, date and place of birth, dates and place(s) of employment with DLA, if applicable). Written requests must be accompanied by a notarized statement attesting to the requestor's identity and containing the following: 'I understand that knowingly or willfully seeking or obtaining access to records about another individual under false pretenses is punishable by a fine of up to 5,000 dollars under the provisions of the Privacy Act of 1974.'

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Reports of investigations conducted by the CSC, FBI, DIS, investigative units of the Army, Navy, and Air Force, as well as other Federal investigative organizations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under Title 5 U.S.C. 552a (k) (2) as applicable. Agency rules pertaining to this exemption are set forth in Appendix C of 32 CFR Part 1286 and DLA Regulation 5400.21. For additional information, contact the System Manager.

S153.20 DLA-T

SYSTEM NAME:

153.20 Personnel Security Clearance Status - CAPSTONE

SYSTEM LOCATION:

Primary System-Central computer programs and files maintained at the Defense Logistics Agency Administrative Support Center (DASC) provide a central index for information regarding the personnel security clearance status of civilian employees and military personnel within DLA. Ready reference listings are furnished by DASC to Defense Logistics Agency Primary Level Field Activities (PLFAs) and to Primary Staff Elements (PSEs) at HQ DLA concerning personnel under their jurisdiction.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All DLA civilian and military personnel who have been granted a security clearance for access to information classified in the interests of national security.

CATEGORIES OF RECORDS IN THE SYSTEM:

Computer listings both alphabetically in the form of a Master Capstone File (MASCAP) and by organization in the form of a Records of Access Authorization and Eligibility (RACEL). These listings provide the unit Security Officer with complete personnel security data on the entire unit work force and the Head of each PLFA and HQ PSE a roster reflecting each individual who has been authorized access, as well as the level of access, to classified information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order (E.O.) 10450, as amended, which was issued by virtue of the authority vested in the President by Section 7532 of Title 5, United States Code and other statutes enumerated in E.O. 10450.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

These records are used by Security Officers at all levels as well as other appropriate supervisors to determine whether or not DLA civilian employees or military personnel have been cleared for and/or granted access to classified information; and, if so, the level of such clearance or access.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; magnetic tape; computer print-out.

RETRIEVABILITY:

Identities of persons whose names are contained in the system are listed in the MASCAP and RACEL alphabetically. All data in the system about each person is set forth next to the person's name.

SAFEGUARDS:

As a minimum, records are stored in locked containers whenever authorized DLA personnel are not present to control access to them. Any of these files containing classified documents are

maintained in security containers approved by HQ DLA for storage of classified information.

RETENTION AND DISPOSAL:

New MASCAP and RACEL listings are published monthly and old listings are destroyed as soon as the new lists are verified but in no case beyond 90 days.

SYSTEM MANAGER(S) AND ADDRESS:

Security Office, DASC and Security Officers of all PLFAs.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGERS.

RECORD ACCESS PROCEDURES:

Official mailing addresses of the SYSMANAGERS are in the Department of Defense Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, such as, driver's license, employing office identification card, and give some verbal information that could be verified with his file.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGERS.

RECORD SOURCE CATEGORIES:

Certificates of clearance and/or record of personnel security investigation which are completed during a review of reports of investigation conducted by the Civil Service Commission, the Federal Bureau of Investigation, the Defense Investigative Service, and investigative units of the Army, Navy, and Air Force, as well as other Federal investigative organizations. Also, personnel security files maintained on individuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S160.50 DLA-T

SYSTEM NAME:

160.50 Criminal Incidents/ Investigations file

SYSTEM LOCATION:

Primary System - case files on all incidents of known or suspected criminal activity or other serious incidents which may arouse local or national news media or Congressional interest: Command Security Office, Headquarters Defense Logistics Agency (HQ DLA). Decentralized segments - above files plus incidents of minor nature: HQDLA principal staff elements, DLA Primary Level Field Activities (PLFA)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian and military personnel of DLA, contractor employees, and other persons who committed or are suspected of having committed a felony or misdemeanor on DLA controlled activities or facilities; or outside of those areas in cases where DLA is or may be a party of interest.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports of Investigation, messages, statements of witness, subjects and victims, photographs, laboratory reports and other related papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 21, Internal Security Act of 1950 (Public Law 831, 81st Congress) DOD Instruction 5200.22, Reporting of Security and Criminal Violations, and Memorandum Deputy Secretary of Defense dated 7 May 1974, which assigned to the Director of DLA the responsibility for identifying all DLA activities requiring criminal investigative support and crime prevention surveys, provide control coordination of such investigation and surveys, and to ensure optimum investigative support and mutual exchange of relevant information between participating agencies.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is maintained for the purpose of monitoring the progress of investigations, identification of crime conducive condition, crime and loss prevention, and preparation of statistical data required by higher authority. Information may be referred to local, state, or federal law enforcement agencies when the information indicates a violation of local, state, or federal laws. Information is used by: DLA Security personnel - to monitor progress of cases, develop non-personal statistical data on crime and loss incidence; crime and loss prevention and to enable planning of required criminal investigative support for the future. DLA counsel - review of cases and determination of proper legal action. DLA supervisors and managers - to determine actions required to correct the causes of losses, and to take appropriate action against DLA employees in cases of their involvement.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records, photographs, laboratory reports in file folders, bound logs and card index files.

RETRIEVABILITY:

Filed chronologically by DLA case number and cross indexed in a log and card index file. Indexed either by name of the individual or firm involved, when such are known, if not by DLA activity or facility having primary interest in the case.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Records are maintained in areas accessible only to DLA security personnel.

RETENTION AND DISPOSAL:

Records are destroyed 5 years after submittal or receipt of a final report in each case or when no longer needed, which ever is later.

SYSTEM MANAGER(S) AND ADDRESS:

Command Security Officer, DLA; Heads of PLFAs.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER

RECORD ACCESS PROCEDURES:

Official mailing addresses of the SYSMANAGERS are in the Department of Defense Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified with the file.

CONTESTING RECORD PROCEDURES:

DLA's rules for contesting contents as well as appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Reports of investigation by DLA Security Officers, Federal, State and Local law enforcement agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under Title 5 U.S.C. 552a (k) (2) as applicable. Agency rules pertaining to this exemption are set forth in Appendix C of 32 CFR Part 1286 and DLA Regulation 5400.21. For additional information, contact the System Manager.

S161.20DLA-T

SYSTEM NAME:

161.20 Visitors and Vehicle Temporary Passes and Permits File

SYSTEM LOCATION:

Decentralized: Documents and records relating to issue, surrender, withdrawal of temporary visitor and vehicle passes and permits: Heads of Defense Logistics Agency (DLA) Primary Level Field Activities (PLFA).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All persons requiring temporary access to DLA activities and facilities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications, surrendered passes, permits, and related papers relating to temporary visitor and vehicle passes or permits.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 21 of the Internal Security Act 1950 (Public Law 831, 81st Congress) and Department of Defense Directives 5200.8 and 5105.22 which assign to the Director, DLA the responsibility for protection of property and facilities under his control.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is maintained to provide adequate controls on movement of vehicles and persons on DLA activities and facilities. Information is used by DLA Security personnel: To ensure that only authorized persons and vehicles enter DLA activities and facilities.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records, applications, surrendered passes and permits. Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by name and by expiration date.

SAFEGUARDS:

Records are maintained in areas accessible only to DLA personnel.

RETENTION AND DISPOSAL:

Destroy 6 months after expiration date.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officers at PLFAs.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide his full name and identity of DLA activity to which access was granted; and if individual is or was a DLA employee, identity of employing DLA activity.

RECORD ACCESS PROCEDURES:

Official mailing addresses of the SYSMANAGERS are in the DoD Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone number of the individual. For personal visits, the individual should be able to provide some acceptable identification, such as, driver's license, employing office identification card, and give some verbal information that could be verified from his file.

CONTESTING RECORD PROCEDURES:

DLA's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGERS.

RECORD SOURCE CATEGORIES:

Individuals applying for passes or permits and Security Office personnel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S161.25DLA-T

SYSTEM NAME:

161.25 Individual Access Files

SYSTEM LOCATION:

Decentralized: Documents relating to the request for authorization, issue, receipt, surrender, withdrawal and accountability pertaining to identification, badges, cards and passes: Heads of Primary Level Field Activities (PLFAs) of the Defense Logistics Agency (DLA).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DLA civilian and military personnel, contractor employees, and other individuals granted or denied access to DLA activities and installations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Application forms, photographs, letters of debarment, and related papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 21 of the Internal Security Act 1950 (Public Law 831, 81st Congress) and Department of Defense (DoD) Directives 5200.8 and 5105.22 which assign to the Director, DLA the responsibility for protection of property and facilities under his control.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is maintained and used by DLA and DoD security personnel and General Service Administration Protective Service personnel to adequately control access to, and movement on DLA activities and facilities.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and index cards.

RETRIEVABILITY:

Filed alphabetically by name.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized DLA personnel.

RETENTION AND DISPOSAL:

Records are destroyed 1 year after termination or transfer of person granted access, except that individual badges, photographs or passes will be destroyed upon revocation, cancellation, or expiration. Records relating to persons barred from a facility will be destroyed 5 years after the person is notified he is barred from an activity or installation.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officers of PLFAs.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the appropriate SYSMANAGER.

RECORD ACCESS PROCEDURES:

Official mailing addresses of SYSMANAGERS are in the DoD Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal

visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified from his file.

CONTESTING RECORD PROCEDURES:

DLA's rules for contesting contents of records and appealing initial determinations regarding access may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individuals applying for identification badge, card, or pass, security personnel, and Commanders who bar persons from access to their activities or installations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S161.30DLA-T

SYSTEM NAME:

161.30 Motor Vehicle Registration Files

SYSTEM LOCATION:

Decentralized: Documents and records relating to permanent registration of private vehicles to include commercial vehicles: Defense Logistics Agency (DLA) Primary Level Field Activities (PLFA).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DLA civilian and military personnel, contractor employees, vendors, and other persons requiring use of private vehicles on DLA activities or facilities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Application forms and related papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Highway Safety Act of 1966 and National Highway Safety Program Standards, which direct such programs as vehicle traffic supervision, periodic motor vehicle inspections, pedestrian safety, police traffic services and records, accident investigation and reporting.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is maintained to provide adequate controls on movement of privately owned motor vehicles on DLA activities and facilities, consistent with safety and applicable traffic regulations.

Information is used by DLA Security personnel to ensure that only authorized vehicles enter DLA facilities and activities and that those vehicles carry required liability insurance. Also, to plan for additions or reductions in parking requirements and to be able to identify vehicles and their owners by decal number in the event of emergency or traffic problems.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, application cards, and on some activities logs containing accountability for decals.

RETRIEVABILITY:

Filed alphabetically by last name and cross-referenced by decal number.

SAFEGUARDS:

Records are maintained in areas accessible only to DLA security personnel.

RETENTION AND DISPOSAL:

Destroy upon normal expiration or 3 years after revocation of registration.

SYSTEM MANAGER(S) AND ADDRESS:

Heads of PLFAs which are responsible for the installation on which they are located.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name and name of DLA activity at which registration occurred; or if individual is or was a DLA employee, name of employing activity is also required.

RECORD ACCESS PROCEDURES:

Official mailing addresses of the SYSMANAGERS are in the Department of Defense Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified with his 'case' folder.

CONTESTING RECORD PROCEDURES:

DLA rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information provided by the applicant and DLA security personnel

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S161.40DLA-T

SYSTEM NAME:

161.40 Vehicle Accident Investigation Files

SYSTEM LOCATION:

Decentralized: Reports, sketches, photographs, alcohol test reports, and related papers concerning traffic accident investigations: Heads of Defense Logistics Agency (DLA) Primary Level Field Activities (PLFA).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person involved in a vehicle traffic accident on property controlled by DLA or operating a DLA vehicle.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports, sketches, photographs, medical reports and related papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Highway Safety Act of 1966 and National Highway Safety Program Standards, which direct such programs as vehicle traffic supervision, periodic motor vehicle inspections, pedestrian safety, police traffic services and records, accident investigation and reporting.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is maintained for purposes of accident - cause identification and to formulate accident prevention programs for improvement in traffic patterns and for preparation of statistical reports required by higher authority.

Information is used by:

Security Officers and DLA Police: To determine actions required to correct the cause of the accident.

Safety Officers: (In cases involving personal injury.) To provide verification in processing workmen's compensation cases.

Claims Officers: To determine validity of claims against U.S. Government, when such are filed by a person involved in an accident. Federal Law Enforcement Agencies: (In cases involving fatalities or serious hit and run accidents.) To investigate, identify suspects, and to determine if criminality or criminal negligence was involved.

Medical personnel both government and non-government to make medical determinations about individuals involved in accidents.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, photographs.

RETRIEVABILITY:

Filed alphabetically by last name of person involved, when known, or by victims name or by police report number in unsolved hit and run cases.

SAFEGUARDS:

Records are maintained in areas accessible only to DLA personnel.

RETENTION AND DISPOSAL:

Destroy after 2 years, except that documentation pertinent to claims will be maintained for 10 years after final settlement.

SYSTEM MANAGER(S) AND ADDRESS:

Heads of PLFAs who are responsible for the DLA installation or vehicle involved.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name and name of DLA activity at which accident occurred; or if individual is or was a DLA employee, name of employing activity is also required.

RECORD ACCESS PROCEDURES:

Official mailing addresses of The SYSMANAGER are in the Department of Defense Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified from his file.

CONTESTING RECORD PROCEDURES:

DLA's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

DLA, Department of Defense, General Services Administration Police, Federal Law Enforcement Agencies, Medical facilities.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S161.50DLA-T

SYSTEM NAME:

161.50 Traffic Violations File

SYSTEM LOCATION:

Decentralized: Documents relating to traffic citations for moving and non-moving violations, withdrawal of driving privileges and related papers: Defense Logistics Agency (DLA) Primary Level Field Activities (PLFA).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All persons who commit a traffic violation on DLA controlled property.

CATEGORIES OF RECORDS IN THE SYSTEM:

Traffic tickets, documents relating to withdrawal of driving privileges, and reports of corrective or disciplinary action taken.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Highway Safety Act of 1966 and National Highway Safety Program Standards, which direct such programs as vehicle traffic supervision, periodic motor vehicle inspections, pedestrian safety, police traffic services and records, accident investigation and reporting.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is maintained to identify traffic offenders, to enforce applicable traffic regulations and to promote safety. Information is used by:

DLA Security Officers DLA and DoD To identify traffic violations, to enforce applicable traffic regulations, to promote safety and to initiate corrective or disciplinary action against the offenders.

DLA supervisors and managers - to take corrective or disciplinary action against offenders under their supervision.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records, ticket books, card index files.

RETRIEVABILITY:

Filed alphabetically by last name of the offender, and cross-indexed by ticket number.

SAFEGUARDS:

Records are maintained in areas accessible only to DLA personnel.

RETENTION AND DISPOSAL:

Destroyed after 2 years.

SYSTEM MANAGER(S) AND ADDRESS:

Heads of PLFA's which have responsibility for managing traffic on the installation.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name and name of DLA activity at which violation occurred; or if individual is or was a DLA employee, name of employing activity is also required.

RECORD ACCESS PROCEDURES:

Official mailing addresses of the SYSMANAGER are in the DoD Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified from his file.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

DLA, DoD Security Police and traffic offenders.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S161.60DLA-T

SYSTEM NAME:

161.60 Seizure and Disposition of Property Records

SYSTEM LOCATION:

Decentralized - Documents pertaining to acquisition, storage and disposition of contraband and physical evidence: Defense Logistics Agency (DLA), Primary Level Field Activities (PLFAs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person identified on DLA controlled property, as being in possession of contraband or physical evidence connected with criminal offense.

CATEGORIES OF RECORDS IN THE SYSTEM:

Receipts, chain of custody documents, release, and disposition or destruction certificates.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 21 of the Internal Security Act 1950 (Public Law 831, 81st Congress) and Department of Defense (DoD) Directives 5200.8 and 5105.22 which assign to the Director, DLA the responsibility for protection of property and facilities under his control.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is maintained and used by DLA security personnel to provide accountability for confiscated contraband and acquired physical evidence. To maintain chain of custody on evidence for presentation in court in cases requiring criminal prosecution. Information will be provided to local, state, and federal law enforcement agencies and courts of competent jurisdiction when criminal action is being taken.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper files and property logs.

RETRIEVABILITY:

Filed by property log number, and last name, if a person has been identified in the particular case; by incident number if property was found on the premises or recovered from a crime scene.

SAFEGUARDS:

Records are maintained in areas accessible only to DLA personnel.

RETENTION AND DISPOSAL:

Destroy 3 years after final action on or disposition of the property and responsibility therefore has been appropriately terminated.

SYSTEM MANAGER(S) AND ADDRESS:

Heads of PLFAs who are responsible for investigating suspected criminal acts.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Official mailing addresses of the SYSMANAGER are in the DoD Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified from his file.

CONTESTING RECORD PROCEDURES:

DLA's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individuals involved, security personnel, local, state and Federal Law Enforcement Agencies and DoD investigative agencies providing support to DLA.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S161.70DLA-T

SYSTEM NAME:

161.70 Firearms Registration Records

SYSTEM LOCATION:

Decentralized - Firearms registration forms: Defense Logistics Agency (DLA), Primary Level Field Activities (PLFAs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian and military personnel having privately owned firearms and occupying quarters on DLA controlled activities or facilities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Firearms registration forms, and other documents relating to registration of privately owned firearms.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 21 of the Internal Security Act 1950 (Public Law 831, 81st Congress) and Department of Defense DoD Directives 5200.8 and 5105.22 which assign to the Director, DLA the responsibility for protection of property and facilities under his control.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used by DLA Security personnel to ensure proper maintenance and safekeeping of privately owned weapons by personnel residing on DLA controlled premises. Records are also used to identify the owner of a particular weapon by DoD security personnel, local, state, and federal law enforcement agencies.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of the owner of the firearm.

SAFEGUARDS:

Records are maintained in areas accessible only to DLA personnel.

RETENTION AND DISPOSAL:

Destroy 6 months after cancellation of registration or departure of the registrant from the jurisdiction of the registering activity.

SYSTEM MANAGER(S) AND ADDRESS:

Heads of PLFAs who are responsible for base housing on a DLA installation.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name and identity of DLA installation upon which he resided.

RECORD ACCESS PROCEDURES:

Official mailing addresses of SYSMANAGER are in the DoD Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified from his file.

CONTESTING RECORD PROCEDURES:

DLA's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Persons registering firearms, and DLA security personnel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S162.60DLA-T

SYSTEM NAME:

162.60 Police Force Records

SYSTEM LOCATION:

Decentralized - Documents relating to the operation and use of security police

Defense Logistics Agency (DLA) Primary Level Field Activities (PLFAs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DLA Security Police personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents relating to operation and use of police, security clearances, weapons qualification, training, uniforms, weapons, shift assignments and related papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 21 of the Internal Security Act 1950 (Public Law 831, 81st Congress) and Department of Defense (DoD) Directives 5200.8 and 5105.22 which assign to the Director, DLA the responsibility for protection of property and facilities under his control.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is maintained and used by DLA Security Officers and Police Supervisors to maintain control of property, weapons and ammunition; to ensure proper training; to develop schedules and procedures to improve efficiency. Records are used to determine if an individual is qualified in the use of firearms and if he has a security clearance which would authorize him to handle classified information.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, weapon cards, and property receipts.

RETRIEVABILITY:

Filed in alphabetical order by name.

SAFEGUARDS:

Records are maintained in areas accessible only to DLA security supervisory personnel.

RETENTION AND DISPOSAL:

Destroy after 5 years or when superseded or obsolete, as applicable.

SYSTEM MANAGER(S) AND ADDRESS:

Heads of PLFAs who are responsible for the operation of base or facility security forces.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Official mailing addresses of the SYSMANAGERS are in the DoD Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified from his file.

CONTESTING RECORD PROCEDURES:

DLA's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

DLA Security Officers and Security Police personnel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S214.10DCRN-MA

SYSTEM NAME:

214.10 Emergency Transportation of Essential Personnel

SYSTEM LOCATION:

Plans and Analysis Division, Office of Planning and Management, Defense Contract Administration Services Region, New York (DCASR, N.Y.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Essential civilian and military personnel assigned to Headquarters DCASR, N.Y. and HQ Defense Contract Administration Services District, New York (DCASD, N.Y.) who would require transportation to their duty station in the event of a disruption of public transportation in New York City caused by any reason.

CATEGORIES OF RECORDS IN THE SYSTEM:

Data pertaining to designated essential personnel which includes: full name, organization of assignment, home address, Postal Zone Improvement Plan (ZIP) Code, home and office telephone numbers, indication of ownership of a private vehicle, indication of possession of a valid State drivers license, indication of possession of a valid United States (US) government drivers license, indication of whether an individual would or would not drive their privately owned vehicle in a car pool, indication whether an individual would or would not drive a US government vehicle in a car pool, indication of individual's normal means of transportation to their duty station.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 11490, Assigning Emergency Preparedness Functions to Federal Departments and Agencies, directs departments and agencies of the Federal Government to develop such plans as may be necessary to assure that it will be able to perform its essential functions in any emergency. Department of Defense Directive 3020.26 directs Department of Defense (DoD) components to 'prepare a Continuity of Operations Plan (COOP) in implementation of this directive.'

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The data is maintained and used for the purpose of determining, in a transportation disruption situation, how to accommodate essential personnel assigned to HQ DCASR-NY, and HQ DCASD-NY as concerns supplying them, or directing them to sources of transportation which will enable them to report to their duty station for the purpose of conducting essential agency business.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Data is on computer magnetic tape.

RETRIEVABILITY:

Data is retrieved by entering User number, program name, and identification number assigned each designated essential individual. Computerized indices are utilized.

SAFEGUARDS:

Records can only be accessed by agency personnel.

RETENTION AND DISPOSAL:

Records are destroyed when obsolete, superseded or no longer required for planning or emergency purposes.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Plans and Analysis Division, Office of Planning and Management, DCASR-NY

NOTIFICATION PROCEDURE:

Written or personnel requests for information may be directed to the SYSMANAGER. Individual must provide full name and organization assignment.

RECORD ACCESS PROCEDURES:

Official mailing address is in the DoD Directory in the appendix to the DLA systems notice.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual's supervisor.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S214.20DLA-L

SYSTEM NAME:

214.20 Emergency Assignment and Training Records

SYSTEM LOCATION:

Headquarters, Defense Logistics Agency (DLA) and all DLA field activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Present DLA civilian/military personnel who have volunteered for, or been designated to perform, some duty or assignment in time of emergency that is not regularly included in their present duties. Former personnel who have recently left the activity may also be included to the extent that the records have not yet been purged of their names.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individuals' names, grades, Social Security Number, home address, organizational locations, titles, office and residential phone numbers, training as pertaining to emergency duties, authority to operate Government vehicles, emergency assignment, agreement to perform emergency duties, and similar information related to the emergency assignment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

50 U.S.C., 402 through 405, National Security Act of 1947; 50 U.S.C., App. 2251, Federal Civil Defense Act of 1950; E.O. 10952, Assigning Civil Defense Responsibilities to the Secretary of Defense, E.O. 11490, Assigning Emergency Preparedness Functions to Federal Departments and Agencies.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The records are used by the management and supervisory personnel of DLA in the day-to-day planning and management of emergency actions. These include emergency recall rosters, the war and emergency support plan, staffing of fallout shelters, physical security of the post or other premises, and similar purposes. The use might involve emergencies of both a civil or military nature, in time of peace or war, and would also include natural as well as man-made disasters.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records and card files.

RETRIEVABILITY:

Accessed by organization, type of emergency assignment, or individual name.

SAFEGUARDS:

Maintained in areas accessible only to authorized DLA management and staff, and afforded appropriate protection at all times.

RETENTION AND DISPOSAL:

Continuous updating/purging to reflect current information.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Command and Control Division, HQ.DLA; and commanders, DLA Primary Level Field Activities and subordinate field activities.

NOTIFICATION PROCEDURE:

Written or personal requests should be directed to the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Individuals should contact SYSMANAGER. Official mailing addresses are in the DoD directory in the appendix to the DLA systems notice. Written requests should include the requestor's full name, job title and name of organization where employed or formerly employed. For personal visits, employee should be able to provide some acceptable identification such as driver's license or employee identification badge.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information contained in the system is obtained from the employee, official personnel records, and present and former supervisors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S233.10DLA-K

SYSTEM NAME:

233.10 Work Assignment, Performance and Productivity Records and Reporting Systems

SYSTEM LOCATION:

Immediate supervisor and other appropriate supervisory and management levels within the individual primary level field activities of the Defense Logistics Agency (DLA) or of the DLA Headquarters. Some or all of the records listed may or may not be kept by any particular supervisor or at any particular organizational level.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of organizational segments for which such records are kept or former such employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Descriptions of individual assignments, target dates, progress against targets, hours expended against particular assignments or categories of assignments, cost accounting codes and similar workload data, including such matters as number of contracts or projects assigned and description of assignments.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Chapter 33, Title 5, United States Code, 5 U.S.C. 301,302.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The information is used by the employee's immediate supervisor and other appropriate management officials to record and make reports on individual work assignments and the amount of effort devoted to each assignment. The information is used to schedule work, make progress reports and supervise and control workload. It is used to assure that workload is equitably assigned and to determine which employees have performed which categories of assignment in order to determine the experience for assignment of new work or for resolving problems, such as those related to a particular item or a particular contract. The data may also be used to evaluate individual and group performance.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders or binders and file index cards.

RETRIEVABILITY:

Retrievable by employee's name, although records may be filed chronologically or by type of assignment.

SAFEGUARDS:

Records are maintained in file cabinets and are accessible to authorized agency personnel only.

RETENTION AND DISPOSAL:

Records are retained so long as the employee is engaged in the same work in the same organizational segment, but, in no case, longer than 5 years. Records are destroyed when employees leave the job or the organizational unit, or 5 years have elapsed.

SYSTEM MANAGER(S) AND ADDRESS:

The Commander, DLA Primary Level Field Activities.

NOTIFICATION PROCEDURE:

Individual inquiries as to what work assignment records are maintained regarding a given person should be directed to the immediate or second line supervisor.

RECORD ACCESS PROCEDURES:

Personal or written requests for the content of the record should be addressed to the first or second line supervisor. Written requests for information may, however, be addressed to the SYSMANAGER and should identify the employee by name and organizational segment. Official mailing addresses of the SYSMANAGER, are in the Department of Defense directory in the appendix to the DLA systems notice. For personal visits to the SYSMANAGER, the individual should provide some acceptable identification, such as activity identification card or driver's license.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Employee's supervisors or team leaders.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S233.20DLA-Z

SYSTEM NAME:

233.20 Data Processing Project Control Assignment

SYSTEM LOCATION:

System may exist at all Defense Logistics Agency (DLA) Primary Level Field Activities (PLFAs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

This system may contain information pertaining to all civilian personnel assigned to or performing duties in a DLA data processing organization.

CATEGORIES OF RECORDS IN THE SYSTEM:

The basic records within the system contain information on the work performed by personnel. This may include total number of hours worked on a project with an expected completion date. On operational projects, personnel time may be accumulated to show the amount of time spent on a particular project. This information can be for a specific incident, week or month. Also data on equipment usage and volume of production.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to thr suthority contained in Title 10, United States Code Section 133, the Sectary of Defense has issued Dod directive 5105.22 (32CFR) establishing the Defense Logistics Agency (DLA) as a separate agency of the Department of Defense under his direction and therein has charged the Director, DLA, with the responsibility for the maintenance of necessary ad appropriate records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

These reports are used for the internal management of the Automated Data Processing (ADP) Divisions' resources, both for personnel and equipment usage. They are used to evaluate progress on uncompleted projects, work accomplished on an accumulated basis and may be used in forecasting the capability for acceptance for additional work projects, and in evaluating individual job performance.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The basic updated data is contained on computer reading-storage media and printouts.

RETRIEVABILITY:

Information may be retrieved by employee number, name, day and work project.

SAFEGUARDS:

Records are filed in an area accessible only by DLA personnel.

RETENTION AND DISPOSAL:

Retain five years or when obsolete.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Data Processing, DLA PLFAs; Commander, DLA Systems Automation Center.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name and the month or months in which the individual engaged in data processing work. Official mailing addresses are contained in the Department of Defense directory in the appendix to the DLA systems notice.

RECORD ACCESS PROCEDURES:

Individual may contact SYSMANAGER for access procedure.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individuals assigned to the data processing organization.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S243.30DLA-K

SYSTEM NAME:

243.30 Complaints

SYSTEM LOCATION:

Staff Director, Civilian Personnel, Headquarters Defense Logistics Agency (HQ DLA), and primary level field activities (PLFAs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DLA Civilian and military personnel, and former personnel, contractor employees, union spokesmen, and other individuals and organizations who have presented complaints to the President, Members of Congress, Secretary of Defense, Director of Defense Logistics Agency (DLA), or other offical which have been referred to Staff Director of Civilian Personnel, Headquarters DLA, for response, action or information.

CATEGORIES OF RECORDS IN THE SYSTEM:

Case files concern complaints to the President, Members of Congress, Secretary of Defense, Director of Defense Logistics Agency and Staff Director for Civilian Personnel, Headquarters Defense Logistics Agency. These include letters, telegrams, reports, statements of witnesses, input from staff elements and field activities, and related and supporting papers regarding specific complaint.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5U.S.C. 552; E.O. 11491; Department of Defense Directive 5400.4, 20 February 1971 and titled: Provision of Information to Congress; and Department of Defense Directive 5105.22, titled: Defense Logistics Agency.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purpose: Information is collected in order to base reply to complaint and to determine need for, and course of action to be taken regarding complaint.

Information is used by: Agency Director and staff, field Commanders, Managers and supervisors in replying to additional inquiries and for bringing to attention of higher level Management, when appropriate.

Information is used by complainant for his own purpose. Information is furnished to individuals or organizations who wrote to DLA on behalf of the complainant and who use it to respond to the complainant, or for other related purposes.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and a log book.

RETRIEVABILITY:

Complaints to the President and Members of Congress are filed alphabetically by last name of individual or employee or by DLA activity name. Employee group complaints are filed under the activity where originated. Union or Civil Rights organization complaints, complaints to the Secretary of Defense and to the Director of DLA are filed under complaints in one folder, or by activity name.

Individuals can be located within activity files.

SAFEGUARDS:

Records are maintained in locked filing cabinets in areas accessible only to Agency personnel.

RETENTION AND DISPOSAL:

Records are retained in active file until end of calendar year and held one to three additional years in inactive file and subsequently retired to Federal Records Center. After a total of ten years records are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Director, Civilian Personnel, HQ DLA, and Civilian Personnel Officers, PLFAs.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name, the name of any DLA activity involved, and general nature of complaint individual believes to be filed in this system.

RECORD ACCESS PROCEDURES:

Written requests for information should be addressed to the SYSMANAGER and contain the full name, current address and telephone number of the individual, and the general nature of complaint individual believes to be filed in this system. For personal visits, individual should also be able to provide some acceptable identification, that is, drivers license, work identification card, and give some verbal information that could be verified with his case folder.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Employee's supervisors, civilian personnel office of employee's activity, U.S. Civil Service Commission, Agency staff elements, other Federal Agencies, DLA activities or other parties that may have information pertinent to specific complaint, or an interest in the complaint.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S252.50 DLA-G

SYSTEM NAME:

252.50 Claims & Litigation, other than Contractual

SYSTEM LOCATION:

Primary System--Case files on claims or potential claims against the Government, law suits and potential law suits arising from the non-contractual operation of the Defense Logistics Agency (DLA); Office of Counsel, Headquarters, DLA. Decentralized segments--corresponding files at Offices of Counsel, DLA Field Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees, groups of employees, members of the general public and public interest organizations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Letters from individuals and/or other attorneys, Agency or other investigative reports, witness statements, complaints, pleadings and other court documents, litigation reports, working papers and drafts; documentary and physical evidence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

These files are created and maintained pursuant to the direction of the Attorney General of the United States under the authority contained in Chapter 31, Title 28, of the United States Code, The Attorney General.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used in settlement of claims or lawsuits. Information is used in the defense and prosecution of law suits involving DLA.

Information is used by Government attorneys in this Agency, individual claimants or litigants or their representatives, the Department of Defense, the Department of Justice, and other Executive agencies as appropriate and the General Accounting Office in the conduct of litigation and administrative settlement of claims.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and/or card index files.

RETRIEVABILITY:

Filed alphabetically by the name of the litigant and/or by year.

SAFEGUARDS:

Records are maintained in areas accessible only to Agency personnel.

RETENTION AND DISPOSAL:

Files are destroyed ten years after final disposition of claim.

SYSTEM MANAGER(S) AND ADDRESS:

Counsel, Headquarters, DLA; Counsel, DLA Field Activities

NOTIFICATION PROCEDURE:

Written requests for information shall be directed to the SYSMANAGER. Request must contain name of litigant, year of incident, and should contain court case number in order to insure proper retrieval in those situations where a single litigant has more than one case with the Agency.

RECORD ACCESS PROCEDURES:

Official mailing addresses are in the DoD Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone number of the individual.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Agency investigation and legal discovery under the Federal Rules of Civil Procedure.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S253.10 DLA-G

SYSTEM NAME:

253.10 Invention Disclosures

SYSTEM LOCATION:

Files of Patent Counsel, Defense Logistics Agency, DLA-G

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees and military personnel assigned to DLA who have submitted invention disclosures to DLA-G

CATEGORIES OF RECORDS IN THE SYSTEM:

Files documenting invention disclosures and investigation as to patentability thereof.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. 10096, Jan. 23, 1950 as amended by E.O. 10930, Mar. 24, 1961 Defense Logistics Procurement Regulation, 9-000.50.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by DLA Patent Counsel for determinations regarding acquisition of patents and rights of inventors. Information may be referred to other Government agencies or to non-Government personnel (including contractors or prospective contractors) having an identified interest in a particular invention and the Government's rights therein.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and card index files.

RETRIEVABILITY:

Filed by names of inventors.

SAFEGUARDS:

Accessible only to DLA personnel.

RETENTION AND DISPOSAL:

Destroyed 26 years after file is closed.

SYSTEM MANAGER(S) AND ADDRESS:

Counsel, DLA-G.

NOTIFICATION PROCEDURE:

Direct information requests to SYSMANAGER.

RECORD ACCESS PROCEDURES:

Official mailing address of the SYSMANAGER IS Office of Counsel, Defense Logistics Agency. Written requests should include full name, current address and telephone numbers of requestor. For personal visits, each individual shall provide acceptable identification, e.g., driver's license or identification card.

CONTESTING RECORD PROCEDURES:

This Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

DLA Patent Counsel's investigation of published and unpublished records and files both within and without the Government, consultation with Government and non-Government personnel, information from other Government agencies and information submitted by Government officials or other persons having a direct interest in the subject matter of the file.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S253.30DLA-G I

SYSTEM NAME:

253.30 Royalties

SYSTEM LOCATION:

Files of Patent Counsel, Defense Logistics Agency DLA-G

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals and firms to whom patent royalties are paid by Defense Logistics Agency contractors

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports from DLA procurement centers of patent royalties submitted pursuant to Armed Services Procurement Regulation under Report (ASPR) forwarded to Defnse Logistics Agency Headquarters, Office of Council for approval, and included in pricing of respective contracts.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code 2304(g) DLPR 9-110 ASPR 9-110;

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Review by DLA Patent Counsel for approval of royalties on continuing basis. Information may be referred to other Government agencies or to non-Government personnel (including contractors or prospective contractors) having an identified interest in the allowance of royalties on DLA contracts.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and card index files.

RETRIEVABILITY:

Filed by patent number. From numbers, names of inventors and patent owners are retrievable.

SAFEGUARDS:

Accessible only to DLA personnel.

RETENTION AND DISPOSAL:

Destroyed after 26 years.

SYSTEM MANAGER(S) AND ADDRESS:

Counsel, DLA-G.

NOTIFICATION PROCEDURE:

Direct information requests to SYSMANAGER.

RECORD ACCESS PROCEDURES:

Official mailing address of the SYSMANAGER IS Office of Counsel, Defense Logistics Agency. Written requests should include full name, current address and telephone numbers of requestor. For personal visits, each individual shall provide acceptable identification, e.g., driver's license or identification card.

CONTESTING RECORD PROCEDURES:

This Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

DLA Patent Counsel's investigation of published and unpublished records and files both within and without the Government, consultation with Government and non-Government personnel, information from other Government agencies and information submitted by Government officials or other persons having a direct interest in the subject matter of the file.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S253.30DLA-G 2

SYSTEM NAME:

253.30 Patent Licenses and Assignments

SYSTEM LOCATION:

Files of Patent Counsel, Defense Logistics Agency (DLA), DLA-G.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals and firms which have granted patent licenses or assignments to DLA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files including patent license and assignment agreements and accounting records indicating basis for Government payment of royalties during life of agreements.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code 2386 Armed Services Procurement Regulation (ASPR) 9, Part 4; Defense Logistics Procurement Regulation (DLPR) 9-401.50

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by DLA Patent Counsel for acquisition and administration of patent license and assignment agreements. Information may be referred to other Government agencies or to non-Government personnel (including contractors or prospective contractors) having an identified interest in the potential or actual infringement of particular patents.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and card index files.

RETRIEVABILITY:

Filed by name of individual or firm granting rights.

SAFEGUARDS:

Accessible only to DLA personnel.

RETENTION AND DISPOSAL:

Destroyed 26 years after file is closed.

SYSTEM MANAGER(S) AND ADDRESS:

Counsel, DLA-G.

NOTIFICATION PROCEDURE:

Direct information requests to SYSMANAGER.

RECORD ACCESS PROCEDURES:

Official mailing address of the Sysmanager is Office of Counsel, Defense Logistics Agency. Written requests should include full name, current address and telephone numbers of requestor. For personal visits, each individual shall provide acceptable identification, e.g., driver's license or identification card.

CONTESTING RECORD PROCEDURES:

This Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

DLA Patent Counsel's investigation of published and unpublished records and files both within and without the Government, consultation with Government and non-Government personnel, information from other Government agencies and information submitted by Government officials or other persons having a direct interest in the subject matter of the file.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S253.40DLA-G

SYSTEM NAME:

253.40 Patent Infringement.

SYSTEM LOCATION:

Files of Patent Counsel, Defense Logistics Agency, DLA-G

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals and firms involved in potential or actual claims or litigation against Government for infringement of patents.

CATEGORIES OF RECORDS IN THE SYSTEM:

Investigative files relating to patentability and enforceability of asserted patents and procurement of accused items.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.Code 2386; U.S.Code 2356; 28 U.S.Code 520; 28 U.S.Code 1498; 35 U.S.Code 181-188; and 35 U.S.Code 286. Armed Services Procurement Regulation (ASPR)9, Part 4; Defense Logistics Procurement Regulation (DLPR) 9-401.50.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by DLA Patent Counsel for action, determinations or recommendations regarding disposition of claims or litigation by DLA, Military Departments or Department of Justice. Information may be referred to other Government agencies or to non-Government personnel (including contractors or prospective contractors) having an identified interest in the potential or actual infringement of particular patents.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper Records in file folders and card index files.

RETRIEVABILITY:

Filed by name of claimant or litigant.

SAFEGUARDS:

Accessible only to DLA personnel.

RETENTION AND DISPOSAL:

Destroyed 26 years after file is closed.

SYSTEM MANAGER(S) AND ADDRESS:

Counsel, DLA-G.

NOTIFICATION PROCEDURE:

Direct information requests to Sysmanager.

RECORD ACCESS PROCEDURES:

Official mailing address of the SYSMANAGER IS Office of Counsel, Defense Logistics Agency. Written requests should include full name, current address and telephone numbers of requestor. For personal visits, each individual shall provide acceptable identification, e.g., driver's license or identification card.

CONTESTING RECORD PROCEDURES:

This Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

DLA Patent Counsel's investigation of published and unpublished records and files both within and without the Government, consultation with Government and non-Government personnel, information from other Government agencies and information submitted by Government officials or other persons having a direct interest in the subject matter of the file.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S255.01 DLA-G

SYSTEM NAME:

255.01 Fraud & Irregularities

SYSTEM LOCATION:

Primary System--Case files on actual or suspected fraud, criminal conduct and antitrust violations which arise from procurement, or the disposal of surplus property, or the administration of contracts by any operation of the Defense Logistics Agency (DLA): OFFICE OF Counsel, Headquarters, DLA. Decentralized segments--corresponding files at Offices of Counsel for field activities

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual or group of individuals or other entity, involved in or suspected of being involved in any fraud, criminal conduct or antitrust violation relating to DLA procurement, property disposal or contract administration.

CATEGORIES OF RECORDS IN THE SYSTEM:

Investigative reports, complaints, pleadings and other court documents, litigation reports, working papers, documentary and physical evidence, contractor suspensions and debarments.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

These files are created and maintained pursuant to the direction of the Attorney General of the United States under the authority contained in Chapters 31 and 32, Title 28, of the United States Code.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used in the investigation and prosecution of criminal or civil actions involving fraud, criminal conduct and antitrust violations and is used in determinations to suspend or debar individuals or other entities from DLA procurements and sales.

Information may be referred to and used by Federal investigators and Government attorneys in this Agency, the Department of Defense, the Department of Justice, and other Executive agencies as appropriate.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and card index files.

RETRIEVABILITY:

Filed alphabetically by the name of the subject individual or other entity.

SAFEGUARDS:

Records are maintained in areas accessible only to Agency personnel.

RETENTION AND DISPOSAL:

Records are destroyed ten years after all aspects of the case are closed.

SYSTEM MANAGER(S) AND ADDRESS:

Counsel, Headquarters, DLA; DLA Field Activity Counsels

NOTIFICATION PROCEDURE:

Written requests for information shall be directed to the SYSMANAGER. Requests must contain name of subject and sufficient identification of the incident in order to insure correct retrieval.

RECORD ACCESS PROCEDURES:

Official mailing addresses are in the DoD Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone number of the individual.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the Sysmanager.

RECORD SOURCE CATEGORIES:

Federal, State and local investigative agencies; other federal agencies; DLA employees; and individuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S257.10 DLA-G

SYSTEM NAME:

257.10 Standards of Conduct

SYSTEM LOCATION:

Decentralized system--Office of Counsel, Headquarters, Defense Logistics Agency, DLA-G. Standard of Conduct Certification for personnel of Headquarters Counsel's Office, investigated incidents of violation of standards of conduct by Headquarters, DLA employees, reports by DLA field activities of violations of standards of conduct and Statements of Employment and Financial Interests (DD 1555) on Headquarters, DLA employees and Commanders, Deputy Commanders, and Counsels of Primary Level Field Activities (PLFAs). Other DD 1555s required in the PLFA and initial reports of violations of standards of conduct on PLFA employees are maintained at the DLA Field Activity Office of Counsel Standard of Conduct Certifications are maintained in each Headquarters and PLFA Primary Staff Elements

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Includes DLA employees, General Schedule 13s and above, and Lieutenant Colonel, Commander and above, involved in approving awards for contracts or contractor audits (Defense Logistics Agency Regulation 5500.1, Standards of Conduct Regulations) or any employee of DLA involved in potential violation of standards of conduct, e.g., acceptance of gratuities, conflict of interests.

CATEGORIES OF RECORDS IN THE SYSTEM:

Includes semi-annual certification that Standard of Conduct Regulations have been read, may include DD Form 1555s or allegation of a violation of standards of conduct, investigatory reports by the Government, recommendations and determinations as to whether a violation of the standards of conduct occurred and what sanction may be appropriate and/or was imposed.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 11222 prescribing standards of ethical conduct for Government officers and employees.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used by Counsel's Office in making determinations to preclude Government employees involved in procurement or contractor audit decisions from making determinations in areas where such decisions might be or appear to be in conflict with personal interests. Information is used by Counsel's Office for the purpose of determining if DLA personnel are observing the highest standards of business ethics. Records may be referred to the Department of Justice for possible use in prosecution action or forwarded to Director, DLA or DLA Field Activity Commanders for appropriate action

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Records are retrievable by surname of employee or by date.

SAFEGUARDS:

Records are retained in areas accessible only to authorized personnel in Office of Counsel or others as determined by Counsel. DLA. DD Forms 1555 are retained in locked file cabinets.

RETENTION AND DISPOSAL:

Incidents of violation of standards of conduct, indefinitely; DD 1555s, until employee leaves employment of DLA.

SYSTEM MANAGER(S) AND ADDRESS:

Office of Counsel, Headquarters, Defense Logistics Agency DLA-G; Counsel, PLFA.

NOTIFICATION PROCEDURE:

Requests for information should be addressed to the SYSMANAGER. Individual requesting information should state name, subject matter of information requested, and date of form or (alleged) violation.

RECORD ACCESS PROCEDURES:

SYSMANAGER can provide assistance. Official mailing address is in the DoD Directory in the appendix to the DLA Systems Notice.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individuals, other employees, and non-employees having knowledge of the alleged violation of the standards of conduct.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S259.05DLA-G

SYSTEM NAME:

259.05 Legal Assistance

SYSTEM LOCATION:

Decentralized System at Office of Counsel, Headquarters, Defense Logistics Agency, and at Primary Level Field Activites (PLFAs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Authorized military personnel and dependants who have requested legal assistance.

CATEGORIES OF RECORDS IN THE SYSTEM:

Wills, Powers of Attorney and other legal documents prepared in response to requests for legal advice. Also background information supplied by requester to prepare the documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301, 302.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Documents are used to provide copies for individuals requesting the assistance, their representative or where otherwise appropiate members of their immediate families. Documents may also be used as models or examples for preparing future documents.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and/or card files.

RETRIEVABILITY:

Filed by surname of requester.

SAFEGUARDS:

Attorney operating folders are kept in a file cabinet or other storage devises accessible only to authorized personnel of the Office of Counsel or as determined by Counsel.

RETENTION AND DISPOSAL:

Destroy 2 years after completion of case, except documents withdrawn for use as precedents may by held by topics until no longer required for references purposes.

SYSTEM MANAGER(S) AND ADDRESS:

Office of Counsel, Defense Logistics Agency, DLA-G, and Offices of Counsel, PLFAs.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name and, if appropriate, date assistance was requested.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records by the individual concerned may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and applealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual requesting Assistance Systems exempted from certain provisions of the Act: None.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S270.10DLA-K

SYSTEM NAME:

270.10Request for Assistance and Information

SYSTEM LOCATION:

Staff Director, Civilian Personnel, Headquarters Defense Logistics Agency (HQ DLA), and primary level field activities (PLFAs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian and military personnel, former employees, contractor employees, attorneys, and other individuals or organizations who have requested assistance and information from the President, Members of Congress, Secretary of Defense, Director of Defense Logistics Agency (DLA) or other officals, which have been referred to the Staff Director, Civilian Personnel, Headquarters DLA, for response, action or information.

CATEGORIES OF RECORDS IN THE SYSTEM:

Case files include requests for assistance and information to the

President, Members of Congress, Secretary of Defense, Director of Defense Logistics Agency and Staff Director for Civilian Personnel, HQ DLA These include letters, responses, reports statements and papers related to basic request.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 552, Public Information Department of Defense Directive 5400.4, 20 Februrary 1971 and titled: Provisions of Information to Congress and Department of Defense Directive 5105.22, titled: Defense Logistics Agency.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purpose: Information is maintained for replying to additional inquiries and as background of action.

Information is used by: Agency Director and his staff, field Commanders, managers and supervisors for determining areas needing additional emphasis or corrective action to clarify misunderstandings, adjust inadequacies, and solve or prevent problems. Members of Congress, U. S. Civil Service Commission, and other Federal Agencies, attorneys, Civil Rights organizations, and parties involved in Veteran's benefits and training and other matters affecting DLA employees.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and log book.

RETRIEVABILITY:

Alphabetically by last name of individual involved with or requesting information and assistance, or by DLA field activity name, when requests are from groups.

SAFEGUARDS:

Records are maintained in locked filing cabinets in areas accessible only to Agency personnel.

RETENTION AND DISPOSAL:

Records are retained in active file until end of calendar year, held one to three additional years in an inactive file, and subsequently are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Director, Civilian Personnel, HQ DLA; Civilian Personnel Officers, PLFAs.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name, the name of any DLA activity that is involved, and the general nature of the request for assistance or information individual believes may be filed in this system.

RECORD ACCESS PROCEDURES:

Written requests for information should be addressed to the SYSMANAGER and contain the full name, current address and telephone number of the individual, the name of any DLA activity involved, and the general nature of the request for assistance or information individual believes may be filed in this system. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, work identification card, and give some verbal information that could be verified with his case folder.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Employee's supervisors, civilian personnel office of employee's activity, U. S. Civil Service Commission, Federal Agencies involved and other persons or organizations that could assist in final solution of the matter.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S270.30DLA-B

SYSTEM NAME:

270.30 Biography File

SYSTEM LOCATION:

Office of the Special Assistant for Public Affairs, Headquarters Defense Logistics Agency (DLA) and Primary Level Field Activities (PLFAs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian and military personnel currently and formerly assigned to DLA and other persons affiliated with DLA and the Department of Defense (DoD).

CATEGORIES OF RECORDS IN THE SYSTEM:

Biographical information provided by the individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. Sec 301, 302

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is maintained as background material for news and feature articles covering activities, assignments, retirements, and reassignments of key DLA commanders and executives, annual visits or other activities by persons affiliated with DLA or DoD. Information is used by DLA public affairs personnel to prepare news and feature articles with the knowledge and consent of the individual concerned.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and/or card index file.

RETRIEVABILITY:

Filed alphabetically by last name

SAFEGUARDS:

Records are maintained in an area accessible only to DLA Public Affairs Office personnel.

RETENTION AND DISPOSAL:

Files are retained in current files area and destroyed 2 years after retirement, transfer or death of DLA personnel or termination of affiliation with DLA or DoD by other persons.

SYSTEM MANAGER(S) AND ADDRESS:

Special Assistant for Public Affairs, DLA and Public Affairs Officers, PLFAs.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name and employing activity.

RECORD ACCESS PROCEDURES:

Official mailing addresses of SYSMANAGER are in the Department of Defense Directory in the appendix to the DLA systems notice. Written request for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is driver's license, or employing office identification.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individuals concerned on a strictly volunteer basis.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S322.10DLA-LZ

SYSTEM NAME:

322.10 Defense Manpower Data Center Data Base.

SYSTEM LOCATION:

Primary location: W. R. Church Computer Center, Navy Postgraduate School, Monterey, CA 93940.

Back-up locations for processing: Air Force Data Services Center, Room 1D167, The Pentagon, Washington, D. C. 20330.

U. S. Army Management Systems Support Agency, Room BD972, The Pentagon, Washington, D. C. 20310.

National Military Command Systems Support Center, Room BE685, The Pentagon, Washington, D. C. 20331.

Back-up files maintained at two offices of the Defense Manpower Data Center, 7th Floor, 300 N. Washington St., Alexandria, VA 22314 and 2nd Floor, 550 Camino El Estero, Monterey, CA 93940.

Selected historic files are maintained at Air Force Data Services Center, Room 1D167, The Pentagon, Washington, D. C. pursuant to court order in IBM anti-trust case. These files will be withdrawn from current location when legally permissible.

Decentralized segments - military personnel centers of the services; selected civilian contractors with research contracts in manpower area; other Federal agencies.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All officers and enlisted personnel who served on active duty from July 1, 1968 and later; or who have been a member of a reserve component since July 1975; or are retired military; participants in Project 100,000 and Project Transition and the evaluation control groups for these programs; all individuals examined to determine eligibility for military service at an Armed Forces Entrance and Examinating Station from July 1, 1970, and later; DoD civilian employees or civilian employees separated since January 1, 1971; all veterans who have utilized Vietnam-era or GI Bill education and training entitlements, who visited a State Employment Service office since July 1, 1971, or who participated in a Department of Labor special training program since July 1, 1971; all individuals who ever participated in an educational program sponsored by the U. S. Armed Forces Institute, all individuals who participated in the Armed Forces Vocational Aptitude Testing Programs at the high school level since September 1969, individuals who responded to various paid advertising campaigns seeking enlistment information since July 1, 1973; participants in the Department of Health and Human Services, National Longitudinal Survey. INDIVIDUALS RESPONDING TO Recruiting Advertisements since January 1978 survivors of retired military personnel who are eligible for or currently receiving disability payments or disability income compensation from the Veterans Administration; surviving spouses of active or retired deceased military personnel; 100 disabled veterans and their survivors.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, Service Number, Selective Service Number, Social Security Account Number, demographic information such as hometown, age, sex, race, and educational level; civilian occupational information, military personnel information such as rank, length of service, military occupation; aptitude scores, post-service education, training, and employment information for veterans; participation in various in-service education and training programs, military hospitalization records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 136.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of the system of records is to provide a longitudinal statistical analysis capability for assessing military manpower trends and evaluation programs impacting on military personnel, potential enlistees, and veterans and to provide a single central facility within the Department of Defense for the identification of current and former DoD civilian and military personnel and their conditions of Service.

Defense Manpower Data Center - used to analyze accession patterns and trends, promotion and occupation patterns and trends, loss patterns and trends, qualification rates, effectivieness of recruiting programs, participation in education and training programs, force characteristics, post-service experiences of veterans, evaluation of military special pays and bonuses; evaluation of special programs affecting military personnel; to select sample population for surveys; to provide statistical data to OMB, GAO, the Military Services, DoD civilian contractors, educational institutions and other Federal agencies.

Personnel Research and Personnel Management activities of the Military Services - uses are same as those specified above.

Veterans Administration, Management Sciences Staff, Reports and Statistics Service, Office of the Comptroller - used to select sample for surveys asking veterans about the use of veterans benefits and satisfaction with VA services, and to validate eligibility for VA benefits.

Office of Research and Statistics, Social Security Administration - used for statistical analyses of impact of military service and use of GI Bill benefits on long term earning.

DoD Civilian Contractors - used by contractors performing research on manpower problems for statistical analyses.

Aggregate data and/or individual records in the record system may be transferred to other Federal agencies having legitimate use for such information and applying appropriate safeguards to protect data so provided.

Records may be disclosed to the Office Personnel Management (OPM) concerning pay, benefits, retirement deductions; and other information necessary for the OPM to carry out its Government-wide personnel management functions.

Any record contained in the system of records may be transferred to any other component of the Department of Defense having the need-to-know in the performance of official business.

Name and address information of former military personnel obtained from the Veterans Administration or the Military Department may be released to a number of DoD Components for use in attempting to recruit and reenlist prior service personnel through direct contact methods. These components are as follows: U. S. Army Recruiting Command; U. S. Armed Forces Command; Navy Recruiting Command; Chief of Naval Personnel; Chief of Naval Reserve; U. S. Air Force Recruiting Service; U. S. Air Force Tactical Air Command; Headquarters Air Force Reserve; National Guard Bureau; Headquarters, U. S. Marine Corps; District Directors, U. S. Marine Corps; Commanding General 4th Marine Division; Commanding General, 4th Marine Air Wing; Commandant, U. S. Coast Guard.

Information on the name, rank, social security accounting number, duty

station, birth date, retirement date, and retirement annuity may be disclosed to the Department of Health and Human Services or the Department of Education for the following purposes:

To the Dpartment of Education (DoE), FOR THE PURPOSE OF identifying individuals who appear to be in default on their guaranteed student loans so as to permit the DoE to take action, where appropriate, to accelerate recoveries of defaulted loans.

To the Bureau of Supplemental Security Income, Social Security Administration, DHHS, in order to verify and adjust as necessary payments made to active and retired military members under the Supplemental Security Income Program.

To the Office of the Inspector General, DHHS, for the purpose of identifying and investigating DoD employees (military and civilian) who may be improperly receiving funds under the Aid for Families of Dependent Children program.

To the Office of Child Support Enforcement Department of Health and Human Services, pursuant to PL93-647, for the purpose of assisting state child support enforcement offices in locating absent parents in order to establish and/or enforce child support obligations.

To the Director of the Selective Service System for use in wartime or emergency mobilization and for mobilization planning.

To the Veterans Administration for analysis of the costs to the individual of military service connected disabilities.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

To disclose information contained in the Defense Manpower Data Center Base including the name, social security number, date of birth, sex, annualized salary rate, service computation date, retirement status, rank, military service, unit identification code, duty address or (for military retirees) mailing address of all active, reserve, or retired military personnel to agencies participating in the 'Federal Employee Receiving Government Assistance' Matching Project conducted by the President's Council on Integrity and Efficiency to help eliminate fraud and abuse in the benefit program administered by agencies within the Federal government and to collect debts and overpayment owed to the Federal government.'

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Magnetic computer tape.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Retrievable by name, SSAN, age, occupation, or any other data element contained in system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Primary location - at W. R. Church Computer Center, tapes are stored in a locked cage in machine room, which is a controlled access area: tapes can be physically accessed only by computer center personnel and can be mounted for processing only if the appropriate security code is provided.

At back-up locations in Alexandria, VA and Monterey, CA tapes are stored in rooms protected with cypher locks, buildings are locked after hours, and only properly cleared and authorized personnel have access.

The Air Force Data Services Center, the U. S. Army Management Systems Support Agency, and the National Command Systems Support Center are all TOP SECRET facilities.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Files constitute a historical data base and are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief, Defense Manpower Data Center (DMDC), 550 Camino El Estero, Monterey, CA 93940.

NOTIFICATION PROCEDURE:

Information may be obtained from: Deputy Chief, Defense Manpower Data Center, 550 Camino El Estero, Monterey, CA 93940. Telephone: Area Code 408/646-2951.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Deputy Chief, Defense Manpower Data Center (DMDC), 550 Camino El Estero, Monterey, CA 93940.

Written requests for information should contain the full name, Social Security Account Number, date of birth, and current address and telephone number of the individual.

For personal visits, the individual should be able to provide some acceptable identification such as driver's license, or military or other ID card.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

The Military Services, the Veterans Administration, the Department of Education, Department of Health and Human Services, from individuals via survey questionnaires, the Department of Labor, the Civil Service Commission. EXEMPTED None.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S322.15 DLA-M

SYSTEM NAME:

322.15 Information Military Personnel Records

SYSTEM LOCATION:

Staff Director, Military Personnel, HQ Defense Logistics Agency (DLA), (DLA-M) Heads of Primary Level Field Activities (PLFAs)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty and reserve personnel assigned to DLA

CATEGORIES OF RECORDS IN THE SYSTEM:

Incident reports, general and special orders, leave slips, qualification records, applications for ID Cards, security clearance, and miscellaneous correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 501 et seq. Personnel, 5USC 302(b) (1)

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of the records is to accumulate documents relating to the military member while assigned to DLA. The records are used by the Staff Director and his staff and heads of PLFAs and their staff for notification of assignments, career briefs, assignment orders, promotion data, personal data, awards and decorations, training data, recommendations for disciplinary action, review procedures instituted to control incidents, and advising the Director of incidents.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Retained in file folders

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

Locked in file cabinets within areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Retained during individuals assignment to DLA and destroyed within 1 year of departure.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Director, Military Personnel, HQ DLA and Heads of PLFAs

NOTIFICATION PROCEDURE:

The requestor should send a by name request to Staff Director, Military Personnel, HQ DLA and both SYSMANAGER if assigned to a PLFA. The requestor may visit the office of either or both SYSMANAGER's with appropriate identification

RECORD ACCESS PROCEDURES:

Contact the SYSMANAGER. Official mailing addresses are in the DoD Directory in the appendix to the DLA systems notice.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Special orders, service records, in/out processing documents, and computer listings.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S322.20DLA-LZ

SYSTEM NAME:

Reenlistment Eligible File (RECRUIT).

SYSTEM LOCATION:

Primary location: W. R. Church Computer Center, Naval Postgraduate School, Monterey, CA 93940.

Back-up file: Department of Defense Manpower Data Center, 7th Floor, 300 N. Washington St., Alexandria, VA 22314.

Back-up file: Department of Defense Manpower Data Center, 5450 Camino El Estero, Monterey, CA 93940.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Former enlisted personnel of the military services who separated from active duty durint the immediately preceding forty-eight months.

CATEGORIES OF RECORDS IN THE SYSTEM:

Social Security Account Number, Name, Service, Date of Birth and Date of Separation

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U. S. C. 136.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of the system is to assist recruiters in reenlisting prior-service personnel.

Department of Defense Manpower Data Center, used to provide to recruiters in the military service and the Coast Guard information on individuals eligible for immediate reenlistment; for statistical analyses of prior-service reenlistment trends and of demographic characteristics of applicants for reenlistment; such analyses may require merging with other record systems.

Any individual records contained in the system might be transferred to any component of the Department of Defense having a need to know in the performance of official business.

Any record may be disclosed to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Most recent thirty-six months separation stored on magnetic disc; full forty-eight months stored on magnetic tape.

RETRIEVABILITY:

Retrievable by Social Security Account Number.

SAFEGUARDS:

DISC File is protected by password access and hard-wire system.

Alexandria, Virginia location has tape storage areas in locked room accessible only to authorized personnel; building is locked after hours.

Monterey, California location has tape storage area in locked room accessible only to authorized personnel; building is locked after hours.

Recruiters making telephone inquiries must have valid recruiter identification and call back number.

RETENTION AND DISPOSAL:

Records more than forty-eight months old are purged from the system.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, On-Line Systems Division, Defense Manpower Data Center, 550 Camino El Estero, Monterey, California 93940.

NOTIFICATION PROCEDURE:

Information may be obtained from: Manager, RECRUIT System, Defense Manpower Data Center, 550 Camino El Estero, Monterey, California 93940. Telephone: Area Code 408/375-4131.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to : Manager, RECRUIT System, Defense Manpower Data Center, 550 Camino El Estero, Monterey, California 93940.

Written request for information should contain the full name, current address, telephone number, Social Security Account Number, and date of separation of the individual.

For personal visits, the individual should be able to provide some acceptable identification such as driver's license.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSTEM MANAGER.

RECORD SOURCE CATEGORIES:

The data contained in the system are obtained from the Army, Navy, Air Force, Marine Corps, and Coast Guard.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S322.35 DLA-M

SYSTEM NAME:

322.35 Officer/Enlisted Evaluation Report File and File Summary

SYSTEM LOCATION:

Staff Director, Military Personnel, HQ Defense Logistics Agency (DLA) (DLA-M)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel currently assigned to the Defense Logistics Agency (DLA)

CATEGORIES OF RECORDS IN THE SYSTEM:

The system contains the name, social security number, grade, date of rank, unit of assignment, duty title, career specialty, appraisal of performance, estimate of potential value to the service, and promotion potential.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 501 et seq. Personnel; 5 USC 302 (b)(1), DoD Directive 5105.22(IX)

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of the file is to insure that continuous and consistent performance appraisals are prepared for each member. The files and summary are used by the Staff Director, Military Personnel and his staff to review consistency of performance, reliability of information, compliance with parent service terminology and regulations, prejudicial comments, grammar, misleading statements, accuracy of word picture, question abrupt changes in rating, observe trends, establish suspense dates, and statistical data.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape and disc, computer printouts, and evaluation reports.

RETRIEVABILITY:

Alphabetically by last name by officer and enlisted personnel.

SAFEGUARDS:

Maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

The records are destroyed within one year after member departs from DLA

SYSTEM MANAGER(S) AND ADDRESS:

Staff Director, Military Personnel, HQ DLA

NOTIFICATION PROCEDURE:

Written requests to the SYSMANAGER will contain the full name, social security number, and address. The requestor may visit the SYSMANAGER'S office and present the appropriate military identification card.

RECORD ACCESS PROCEDURES:

Contact the SYSMANAGER. Official mailing addresses are in the DoD Directory in the appendix to the DLA systems notice. Written requests will include a notarized statement attesting to the requestor's identity and the statement that 'I understand that knowingly or willingly seeking or obtaining access to records about another individual under false pretenses is punishable by a fine of up to 5,000 dollars under the provisions of the Privacy Act of 1974.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Officer/Enlisted Evaluation Report

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S322.35DLA-LZ

SYSTEM NAME:

322.35 Survey Data Base.

SYSTEM LOCATION:

Primary location: W. R. Church Computer Center: Naval Postgraduate School, Monterey, CA 93940.

Decentralized locations for back-up files: Department of Defense, Defense Manpower Data Center, 7th Floor, 300 N. Washington St., Alexandria, VA 22314 and 2nd Floor, 550 Camino El Estero, Monterey, CA 93940.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who were selected at random for survey administration and who completed survey forms. Survey data is collected on a periodic basis. Current data were collected at selected Armed Forces Entrance and Examining Stations (AFEES), during September 1974, May 1975, or since January 1975; additional data were collected by Gilbert Youth Organization (civilian contractor) in nation-wide surveys during May or November 1973, or May or November 1974 and is part of the survey program of the recruiting market research program.

CATEGORIES OF RECORDS IN THE SYSTEM:

Social Security Account Number, and responses to survey items dealing with attitudes toward the military.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U. S. C. 136.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of the file is to sample attitudes toward enlistment in the military and determine reasons for enlistment decisions.

Manpower Data Center: Used to analyze trends in enlistment motivation, attitudes toward military service, attractiveness of various enlistment incentives; survey files are linked with military personnel inventory, gain and loss files to statistically relate survey data to later advancement, attritions, and reenlistment patterns.

Any individual record in the system may be transferred to any component of the Department of Defense having the need to know in the performance of official business.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic Computer Tape.

RETRIEVABILITY:

Records can be retrieved by Service of accession, period of survey, race, sex, education level, or Social Security Account Number.

SAFEGUARDS:

Tapes stored at the primary location are kept in a locked storage cage in a controlled access area; tapes stored at the back-up locations are kept in locked storage areas in buildings which are locked after hours.

RETENTION AND DISPOSAL:

Records are permanent. Survey answer sheets which are opscanned to create tape are destroyed after tape is created.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Defense Manpower Data Center, 300 N. Washington st., Alexandria, VA 22314.

NOTIFICATION PROCEDURE:

Information may be obtained from Chief, Defense Manpower Data Center, 300 N. Washington St., 7th Floor, ALEXANDRIA, VA 22314. Telephone: Area Code 703/325-0490.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Chief, Defense Manpower Data Center, 300 N. Washington St., Alexandria, VA 22314.

Written requests for information should contain the full name, Social Security Account Number, and current 301address and telephone number of the individual. In addition, the approximate date and location where the survey was completed should be provided.

For personal visits, the individual should be able to provide some acceptable identification such as driver's license or military or other ID card.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSTEM MANAGER.

RECORD SOURCE CATEGORIES:

The survey information is provided by the individual; additional data which are linked to survey data as described in the routine uses section, are obtained from the military services.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S322.45 DLA-M

SYSTEM NAME:

322.45 Military Personnel Data Bank System

SYSTEM LOCATION:

Staff Director, Military Personnel, HQ Defense Logistics Agency (DLA) (DLA-M) Heads of Primary Level Field Activities (PLFAs)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel currently assigned to the Defense Logistics Agency (DLA) and history records of those individuals previously assigned.

CATEGORIES OF RECORDS IN THE SYSTEM:

The categories of information contained in the system are organization, position, identification grade, service specialty, position title, special requirements, education requirements, geographic location, name, service, temporary date of rank, social security number, duty specialty, permanent grade, permanent date of rank, date assigned, date of rotation, remarks, primary specialty, job related experience, civilian education, military school, skill courses, date of birth, retirement date, separation or expiration of enlistment, and aero rating.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 501 et. Seg., Personnel 5 USC S 302(B)(1)

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of the file is to insure effective personnel/ career management for DLA and DLA military personnel. The printouts are used by the Staff Director and Deputy Staff Director, Military Personnel, the Chief and Assistant Chief, Assignments and Reserve Affairs Division and Staff Specialists of the Division. An extract printout of the specific PLFA is used by the Commander and his personal staff. The data bank is used to prepare the alphabetical roster, rotation roster, colonel roster, listings of specialty codes, service listings, functional listing, and advanced degree listing. These documents are used to accurately report data on the individual and position to which he is assigned, requisition replacements, select assigned personnel for higher level positions, provide assigned strength figures for OSD, and assist individual military personnel in their career management.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape and disc, and computer paper printouts.

RETRIEVABILITY:

Alphabetically by last name in Alpha Roster. This roster contains coded identification that indicates where the individual is assigned.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Printouts are held for one year and then retired to Federal Records Center. The computer tapes are held for three years and five years and the degaussed.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Director, Military Personnel, HQ DLA

NOTIFICATION PROCEDURE:

The name of the requestor should be sent to the SYSMANAGER. The requestor may visit the Office of the SYSMANAGER, and present the appropriate military ID Card.

RECORD ACCESS PROCEDURES:

Contact the SYSMANAGER. Official mailing addresses are in the DoD Directory in the appendix to the DLA systems notice.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Military Personnel records and Position Distribution Report

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S322.50DLA-LZ

SYSTEM NAME:

DoD Health Services Enrollment/ Eligibility System (DERRS).

SYSTEM LOCATION:

Primary location: W. R. Church Computer Center, Navy Postgraduate School, Monterey, CA 93940.

Decentralized segments - two eligibility centers to be maintained and operated by contractors (Monterey, CA and Alexandria, VA) and the Processing Center for Automation of DD 1172 Forms in Santa Barbara, CA.

Back-up files maintained at the Defense Manpower Data Center, 550 Camino El Estero, Monterey, CA 93940.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty Armed Forces personnel and their dependents, retired Armed Forces personnel and their dependents, surviving dependents of deceased active duty or retired personnel; Coast Guard personnel and their dependents; Public Health Service (PHS) personnel (Commissioned Corps) and their dependents; and National Oceanic and Atmospheric Administration (NOAA) employees (Commissioned Corps) and their dependents.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains beneficiary's name, Service or Social Security Number of sponsor, enrollment number, relationship of beneficiary to sponsor, residence address of beneficiary (includes zip code), date of birth of beneficiary, sex of beneficiary, branch of service of sponsor, dates of eligibility, marital status and dates of beneficiary, number of dependents of sponsor, primary unit duty location of sponsor, race and ethnic origin of beneficiary, occupation of beneficiary, rank/pay grade of sponsor.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Chapter IV, Title 10, United States Code, Section 136; 1969 Pub. L 91-121, section 404(A)(2), 'Establishment of the Assistant Secretary of Defense for Health Affairs; the Presidentially Commissioned Department of Defense, Department of Health, Education and Welfare, Office of Management and Budget Report of the Health Care Study (completed December 1975)': Memorandum, 'Establishment of DoD Health Council', dated December 28, 1976, and the DoD Appropriations Bill for FY 1976.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Internal users, uses, and purposes: Offices of the Surgeons General of the Army, Navy and Air Force for determinations of eligibilty to receive health care benefits from the Uniformed Health Services Delivery System.

Office of Civilian Health and Medical Program of the Uniformed Services (OCHAMPUS), for determination of eligibility to receive health care benefits and to receive reimbursement for health care services claimed under CHAMPUS.

Office of the Assistant Secretary of Defense (Health Affairs) and the Offices of Surgeons General of the Army, Navy and Air Force, for the conduct of a health care studies and research on a longitudinal basis, and for planning, management and allocation of medical resources.

Offices of the Surgeons General of the Army, Navy and Air Force, and OCHAMPUS for dissemination of health care information.

External users, uses, and purposes: Department of Health, Education and Welfare: Veterans Adminstration: Federal Preparedness Agency and Commerce Department for the conduct of health care studies and for the planning and allocation of medical resources. The data will include summary data on ages, sex, residence, and other demographic parameters.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained on magnetic tapes and discs housed in a controlled computer media library.

RETRIEVABILITY:

Records about individuals are retrieved by an algorithm to be determined by contractor which uses name, enrollment number, Social Security Number, date of birth, rank and duty location as possible inputs. Retrievals are made on a summary basis by geographic characteristics and location and demographic characteristics. Information about individuals will not be distinguishable in such summary retrievals. Retrievals for the purposes of generating address lists for direct mail distribution of health care information may be made using selection criteria based on geographic and deomgraphic keys.

SAFEGUARDS:

Computerized records are maintained in a controlled area accessible only to authorized personnel. Entry to these areas shall be restricted to those personnel with a valid requirement and authorization to enter. Physical entry shall be resticted by the use of locks, guards, administrative procedures(e.g., fire protection regulations). Exits used solely for emergency situations shall be secured to prevent unauthorized intrusion.

Personal data stored at a separate location for backup purposes shall be protected at least comparable to the protection provided at the primary location.

Requirements for protection of information are binding on contractors or their representative and are subject to the following minimum standards:

Restrict access to personal information to those who require the records in the performance of their official duties, and to the individual who is the subject of the record or authorized representative. Access to personal information shall be restricted by the use of passwords which are changed periodically.

Insure that all whose official duties require access to, or processing and maintenance of, personal information are trained in the proper safeguarding and use of such information.

RETENTION AND DISPOSAL:

Computerized records on an individual are maintained as long as the individual is legally eligible to receive health care benefits from the Uniformed Health Sciences Delivery System. The records are maintained for two (2) years after termination of eligibility.

Records may be disposed of or destroyed only in accordance with DoD Component record management regulations which conform to the controlling disposition of such material as set forth in 44 U.S.C. 3301-3314. Non-record material containing personal information and other material of similar temporary nature, shall be destroyed as soon as its intended purpose has been served under procedures established by the Head of the DoD Component consistent with the following requirement. Such material shall be destroyed by tearing, burning, melting, chemical deposition, pulping, pulverizing, shredding, or mutilation sufficient to preclude recognition or reconstruction of the information.

SYSTEM MANAGER(S) AND ADDRESS:

Project Manager, DEERS, Defense Manpower Data Center, 550 Camino El Estero, Monterey, CA 93940.

NOTIFICATION PROCEDURE:

Information may be obtained from: Project Manager, DEERS, Defense Manpower Data Center, 550 Camino El Estero, Monterey CA 93940.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Project Manager, DEERS, Defense Manpower Data Center, 550 Camino El Estero, Monterey, CA 93940, (408) 646-2951.

Written requests for the information should contain full name of individual and sponsor if applicable and other attributes required by previously mentioned search algorithm.

For personal visits the individual should be able to provide a data element required to satisfy the previously mentioned algorithm.

Identification should be corroborated with a driver's license or other positive identification.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Personnel and financial pay systems of the Military Departments, the Coast Guard, the Public Health Service, the National Oceanic and Atmospheric Administration and other Federal Agencies having employees eligible for military medical care.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S322.65DLA-LZ

SYSTEM NAME:

Retired Personnel Master File.

SYSTEM LOCATION:

Primary location: W. R. Church Computer Center, Navy Postgraduate School, Monterey, CA 93940.

Back-up locations for processing: Air Force Data Services Center, Room 1D167, The Pentagon, Washington, D. C. 20330.

U. S. Army Management Systems Support Agency, Room BD972, The Pentagon, Washington, D. C. 20310.

National Military Command Systems Support Center, Room BE685, The Pentagon, Washington, D. C. 20331.

Back-up files maintained at two offices of the Defense Manpower Data Center, 7th Floor, 300 N. Washington St., Alexandria, VA 22314 and 2nd Floor,

550 Camino El Estero, Monterey, CA 93940.

Selected historic files are maintained at Air Force Data Services Center, Room 1D167, The Pentagon, Washington, D. C. pursuant to court order in IBM anti-trust case. These files will be withdrawn from current location when legally permissible.

Decentralized segments - military personnel and finance centers of the services; selected civilian contractors with research contracts in manpower area; other Federal agencies.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All retired military personnel and survivor beneficiaries, and reservists drawing retainer pay.

CATEGORIES OF RECORDS IN THE SYSTEM:

SSAN, birth date, retirement date, pay grade at retirement, amount of retired, survivor, or retainer pay, type of retirement, date of death (in cases of survivor beneficiary records), pension and benefits system elected, Service, years of active service.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 136

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Defense Manpower Data Center, used for statistical purposes in estimating retired pay budgets, future retired pay budgets, future retired populations, trends in retirement rates, costs or increases in retired pay; answer Congressional inquiries. U. S. Civil Service Commission to identify accurately retired military personnel who are Federal civilian employees; any individual record in the system may be transferred to any component of the Department of Defense having need to know in performance of official business. Used for determining eligibility for military medical care and other benefits provided by the Department of Defense to retired personnel and survivors. Records may be disclosed to the Director, Selective Service System for use in wartime or emergency mobilization planning. Records may be disclosed to Department of Defense Components or to other Federal Agencies in order to identify individuals employed as Federal civilians who may be mobilized in the event of a national emergency.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape.

RETRIEVABILITY:

Records can be retrieved by SSAN, Service, age, etc.

SAFEGUARDS:

Primary location - at W. R. Church Compter Center, tapes are stored in a locked cage in machine room, which is a controlled access area; tapes can be physically accessed only by computer center personnel and can be mounted for processing only if the appropriate security code is provided.

At back-up locations in Alexandria, VA and Monterey, CA tapes are stored in rooms protected with cyper locks, buildings are locked after hours, and only properly cleared and authorized personnel have access.

The Air Force Data Services Center, the U. S. Army Management Systems Support Agency, and the National Command Systems Support Center are all TOP SECRET facilities.

RETENTION AND DISPOSAL:

Files constitute a historical data base and are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief, Defense Manpower Data Center, (DMDC), 550 Camino El Estero, Monterey CA 93940.

NOTIFICATION PROCEDURE:

Information may be obtained from: Deputy Chief, Defense Manpower Data Center, 550 Camino El Estero, Monterey, CA 93940. Telephone (408) 646-2951.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Deputy Chief, Defense Manpower Data Center (DMDC), 550 Camino El Estero, Monterey, CA 93940. Written requests for information should contain the full name, SSAN, and current address and telephone number of the requester. For personal visits, the individual should be able to provide some acceptable identification such as driver's license or military or other ID card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286 b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

The information is obtained from the Military Departments.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S322.70 DLA-M

SYSTEM NAME:

322.70 Reserve Affairs

SYSTEM LOCATION:

Staff Director, Military Personnel, HQ Defense Logistics Agency (DLA) (DLA-M)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Ready Reserve (Army, Air Force and Navy) personnel assigned to DLA Mobilization Designation (Mob Des) positions.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual reference/control card name, grade, SSAN, Service, career specialty, position title, date of birth, commission date, promotion date, release date, security clearance education, home address, & civilian occupation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 501et seq. Personnel 5 USC 302 (b)(1), DoD Directive 5105.22 (IX).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of the card is to have information readily available in the day to day operation of the Reserve Mobilization program. It is used by the Staff Director, his Deputy and the Reserve personnel specialists. Data is used in preparation of personnel actions such as reassignments, classification actions, promotions; scheduling and verifying active duty and inactive duty training

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Vertical card files

RETRIEVABILITY:

Alphabetically by last name

SAFEGUARDS:

Maintained in area accessible only to authorized personnel

RETENTION AND DISPOSAL:

Destroyed one year after individual departs DLA

SYSTEM MANAGER(S) AND ADDRESS:

Staff Director, Military Personnel, HQ DLA

NOTIFICATION PROCEDURE:

The name of the requestor should be sent to the above SYSMANAGER. The requestor may visit the office of the SYSMANAGER and present the appropriate military ID Card.

RECORD ACCESS PROCEDURES:

Contact the SYSMANAGER. Official mailing addresses are in the DoD Directory in the appendix to the DLA systems notice

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Data processing output from the Military Services

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S322.70DLA-LZ

SYSTEM NAME:

Reserve Components Common Personnel Data System (RCCPDS)

SYSTEM LOCATION:

Primary location: W. R. Church Computer Center, Navy Postgraduate School, Monterey, CA 93940.

Back-up locations for processing: Air Force Data Services Center, Room 1D167, The Pentagon, Washington, D. C. 20330.

U. S. Army Management Systems Support Agency, Room BD972, The Pentagon, Washington, D. C. 20310.

National Military Command Systems Support Center, Room BE685, The Pentagon, Washington, D. C. 20331.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual currently and formerly a member of any Reserve or National Guard component, as defined in 10 USC 261, and retired reservists.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's Social Security Account Number, component and other demographic and personal information such as race, sex, rank, age and length of service.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 275/10 USC 136

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of the file is to generate official statistics concerning Reserve Forces' strength, gains, losses and characteristics of the force.

Internal/External users, uses and purposes:

Office of the Deputy Assistant Secretary of Defense (Reserve Affairs) - used to generate and disseminate official statistics. Individual records are used to provide aggregate statistical data.

Defense Manpower Date Center - used to analyze accession patterns and trends, promotion and occupation patterns and trends, loss patterns and trends, qualification rates, effectiveness of recruiting programs, participation in education and training programs, force characteristics, evaluation of military special pays and bonuses; evaluation of special programs affecting military personnel; to select sample population for surveys; to provide statistical data to OMB, GAO, the Military Services, DoD civilian contractors, educational institutions and other Federal agencies.

Personnel Research and Personnel Management activities of the Military Services - uses are same as those specified above.

DoD Civilian Contractors - used by contractors performing research on manpower problems for statistical analyses.

Aggregate data and/or individual records in the record system may be transferred to other Federal agencies having legitimate use for such information and applying appropriate safeguards to protect data so provided.

Records may be disclosed to the Office of Personnel Management concerning pay, benefits, retirement deductions and identification of Federal Civilian employees who are subject to mobilization in the event of a national emergency.

Any record contained in the system of records may be transferred to any other component of the Department of Defense having the need-to-know in the performance of official business.

Records may be disclosed to the Director, Selective Service System upon official request.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic computer tape.

RETRIEVABILITY:

Records are retrievable by component, rank, age, sex, location or other attribute including Social Security Account Number.

SAFEGUARDS:

The primary location is a controlled area. Magnetic computer tapes are stored in a locked cage in machine room, which is a controlled access area. Tapes can be physically accessed only by authorized computer center personnel and can be mounted for processing only if the appropriate security code is provided.

RETENTION AND DISPOSAL:

Inventory files are current; quarterly history files for the master and transaction files are maintained on a permanent basis.

SYSTEM MANAGER(S) AND ADDRESS:

Special Assistant for Reserve Component Systems and Analysis Defense Manpower Data Center 300 N. Washington Street Alexandria, VA 22314

NOTIFICATION PROCEDURE:

Information may be obtained from: Special Assistant for Reserve Component Systems and Analysis Defense Manpower Data Center 300 N. Washington Street Alexandria, VA 22314 Telephone: 202-325-0530

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the intended use of the information together with the full name, Social Security Account Number, component and current address and telephone number of the individual.

For personal visits the individual should be able to provide some acceptable identification such as driver's license or military or other identification cards.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Data records are obtained from the seven Reserve components.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S330.15 DPSC-G

SYSTEM NAME:

330.15 Authorization File

SYSTEM LOCATION:

Office of Counsel (DPSC-G) Defense Personnel Support Center Bldg. 12, Wing g 2800 South 20th Street Philadelphia, PA 19101

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian personnel in the Office of Counsel, DPSC, who have ahd or currently have authorization to act in an officially appointed capacity.

CATEGORIES OF RECORDS IN THE SYSTEM:

DD Form 577, copies of special orders appointing individuals in various capacities, requests for special orders, letters and correspondence re various appointments of office personnel, DCTSC Form 1322, 'Delegation of Authority', DPSC directives.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 125 DoD Directive 5105.22

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is maintained for purposes of determining which office personnel have had or currently have authorization to act in an officially appointed capacity. Information is used solely by office managers to insure that delegations of authority are properly handled and to maintain records in which capacity one or more office personnel are empowered to act.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Filed chronologically

SAFEGUARDS:

Records are maintained in a locked file drawer and are accessible only to office personnel.

RETENTION AND DISPOSAL:

Records are maintained indefinitely and are reviewed annually to determine if the oldest records are still necessary.

SYSTEM MANAGER(S) AND ADDRESS:

Associate Counsel, DPSC, Philadelphia, PA

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name, Social Security Account Number and dates of employment at Office of Counsel, DPSC. Individual may visit Office of Counsel, DPSC, to obtain information on whether the system contains records pertaining to that individual.

RECORD ACCESS PROCEDURES:

Access may be had through the Office of Counsel, DPSC. Written requests for information should contain the full name, current address and telephone number of the individual. For personal visits, the individual should provide some acceptable identification, i.e., drivers license, employee identification card, etc.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Military personnel, Associate Counsel, DPSC, personnel in Office of Counsel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S330.50DPSC

SYSTEM NAME:

330.50 Defense Personnel Support Center (DPSC) Civilian Personnel File

SYSTEM LOCATION:

Office of Civilian Personnel, Management Assistance and Liaison Division, DPSC.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All current civilian personnel serviced by DPSC except those working for the Defense Subsistence Regions, the Subsistence Laboratory or the Orthopedic Footwear Clinic.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, Social Security Account Number (SSAN), sex, year of birth, veterans' status, retention grouping, service computation date, type of appointment, title, job number, supervisory status, service code, series, grade, competitive level code, organization, activity, Julian date, nature of action.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., Sec. 301, 302, E.O. 10561 and E.O. 9397.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

This listing is used only by the DPSC Office of Civilian Personnel. Information is used for maintenance and update of retention registers and for one-time management information reports.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape, computer paper printouts stored in filing cabinet.

RETRIEVABILITY:

Individual information is accessed by SSAN.

SAFEGUARDS:

Magnetic tape is kept in a tape library which is accessible only to authorized personnel. Computer personnel who process the reports are appropriately cleared.

Computer paper records are maintained in areas accessible only to Office of Civilian Personnel employees. Personnel Office is in building which is under security guard surveillance during non-duty hours.

RETENTION AND DISPOSAL:

A new listing is prepared monthly; the previous one is destroyed at that time.

Magnetic tape records are kept for 60 days, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Management Assistance and Liaison Division, Office of Civilian Personnel, DPSC.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER and must contain full name and SSAN. Official mailing address is in the Department of Defense directory in the appendix to the DLA systems notice.

RECORD ACCESS PROCEDURES:

Assistance may be obtained from the SYSMANAGER.

Written requests for information should contain the full name, current address and telephone number of the individual. For personal visits, the

individual should be able to provide some acceptable identification, such as driver's license, employing office identification card, and give some verbal information that could be verified by examining the individual's entry on the listing.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Standard Form 50's (Notification of Personnel Action) and annual position classification surveys.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S330.60DCRT-E-Z

SYSTEM NAME:

330.60 Dallas Internal Personnel Management Information System (DIPMIS)

SYSTEM LOCATION:

Office of Civilian Personnel (DCRT-E), Defense Contract Administration Services Region (DCASR) Dallas.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DCASR Dallas Civilian Personnel who have been hired, separated or had an internal position change since 1 July 1973.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains a code for the type of personnel action; the name of the individual; the type of appointment on which the individual is serving; the month and year of the action; the series and grade from which the individual moved; the series and grade to which the individual moved; the year of birth; the organizations from which and to which the individual moved; the length of time taken to process the action in the Civilian Personnel Office; the number of months which the individual worked for DCASR Dallas (for separation actions only); and the supervisor's evaluation of the employee's overall effectiveness (for separation actions only).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. Sec. 301, 302, E.O. 10561, FPM Chapter 250, Subchapter 1-4.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of this system is to provide operating management with reliable summary data on which to base manpower planning. A secondary purpose is to provide information for related planning purposes such as Upward Mobility, Equal Employment Opportunity (EEO) and Labor Management Relations.

Some information is provided from the file (normally in highly summarized form) to authorized external investigators such as grievance examiners, EEO complaint investigators, DLA Inspector General Teams.

Internal DCASR Dallas management uses this information to forecast type and number of hires; to evaluate staffing performance by the Civilian Personnel Office; to gather historical data such as number and kinds of promotions or reassignments and internal movements of the clerical workforce. Users external to DCASR Dallas receive information from it which is directly related to such purposes as the resolution of EEO complaints or grievances.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained in the GE Mark III time-shared computer system, presumably on magnetic discs. Records for the second fiscal year preceding the current one are transferred to paper tape and stored in the DCASR Dallas Office of Civilian Personnel.

RETRIEVABILITY:

Information in the system may be retrieved using any data element contained in the system. While it is possible to retrieve all of the information on a specific individual, this is not normally done. Information identifiable to a specific individual is accessed by name.

SAFEGUARDS:

Records can be accessed only by individuals who know the files structure and are familiar with the software required. In addition, access to the system requires use of an access code and password known only to selected individuals in the Office of Civilian Personnel.

RETENTION AND DISPOSAL:

Records are retained in computer memory for no more than 24 months. Records from the second previous fiscal year and earlier are transferred to paper tape and stored in the Civilian Personnel Office. Records are destroyed when they pertain to the sixth previous fiscal year.

SYSTEM MANAGER(S) AND ADDRESS:

Civilian Personnel Officer, Office of Civilian Personnel, DCASR Dallas.

NOTIFICATION PROCEDURE:

Individuals who desire to know if the system contains information on them should contact the SYSMANAGER, and should provide last name, dates of employment with DCASR Dalls, title, series and grade of current (or last) position held. An individual may visit the Office of Civilian Personnel to obtain information on whether the system contains records pertaining to that person. For personal visits, a current employee of the DCASR need only verbally identify himself or herself. Former employees need to provide positive identification (such as a driver's license) and the last Standard Form 50 (Notification of Personnel Action) from their employment at the DCASR.

RECORD ACCESS PROCEDURES:

Individuals may determine how to gain access to records by contacting the Civilian Personnel Officer, DCASR Dallas at the mailing address listed in the Department of Defense Directory in the appendix to the DLA system of records notice.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

All information in the system is taken from the employee's official personnel folder except that the appraisal of the value of employees separating from DCASR Dallas is provided by the immediate supervisor of the employee.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S332.01DLA-KS

SYSTEM NAME:

332.01 Employment Inquiries

SYSTEM LOCATION:

Staffing and Employee Relations Division, Staff Director, Civilian Personnel, Headquarters, Defense Logistics Agency (HQ DLA); primary level field activities (PLFAs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DLA civilian and military personnel, contractor employees, and other individuals or organizations on behalf of individuals who have forwarded

employment inquiries to Members of Congress, Secretary of Defense, Director of Defense Logistics Agency (DLA), Staff Director for Civilian Personnel, or other official.

CATEGORIES OF RECORDS IN THE SYSTEM:

Case files include employment inquiries to Members of Congress, Secretary of Defense, Director of Defense Logistics Agency and Staff Director for Civilian Personnel, Headquarters Defense Logistics Agency and others which have been referred to Staff Director Civilian Personnel for response, action or information. These include statements of qualifications, letters, photographs, letters of appreciation and recommendation, certificates, ratings, eligibility forms and related papers concerning employment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S. Code, Sec. 301, 302, and E.O. 10561; Department of Defense Directive 5400.4 20 February 1971 and titled: Provisions of Information to Congress and Department of Defense Directive 5105.22, titled: Defense Logistics Agency.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purpose: Information is maintained for purposes of replying to additional inquiries and follow up action.

Information is used by: Civilian personnel offices and other appropriate officials of DLA in order to determine qualifications and for giving proper consideration in the filling of vacancies. The civilian personnel office, when hiring applicant, uses information as part of the employee's permanent record. Members of Congress and other individuals or organizations who wrote to DLA on behalf of an individual and who use it to respond to the individual, or for other related purposes.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and log book.

RETRIEVABILITY:

Filed alphabetically by last name of individual submitting employment inquiry.

SAFEGUARDS:

Records are maintained in locked file cabinets in areas accessible only to Agency personnel.

RETENTION AND DISPOSAL:

Records are retained in active file until end of calendar year and held one to three additional years in inactive file and subsequently retired to Federal Records Center. After a total of ten years records are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Director, Civilian Personnel, HQ DLA; Civilian Personnel Officers, PLFAs.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name.

RECORD ACCESS PROCEDURES:

Official mailing address of the SYSMANAGER is in the Department of Defense Directory in the appendix to the DLA systems notice. Written requests for information should be addressed to SYSMANAGER and contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, work identification card, and give some verbal information that could be verified with his case folder.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

No additional sources of information other than provided by individual involved, and other correspondence relating to the employment inquiry.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S333.10 DLA-G

SYSTEM NAME:

333.10 Attorney Personal Information and Applicant Files

SYSTEM LOCATION:

Primary System--Office of Counsel, Headquarters, Defense Logistics Agency, DLA-G, holds personal information records of all DLA attorneys and applicants for DLA legal positions.

Decentralized segments--Office of Counsel, Primary Level Field Activities (PLFAs) hold personnel records for resident attorneys and applicants for positions.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

A11 DLA attorneys, former DLA attorneys, and applicants for DLA legal positions.

CATEGORIES OF RECORDS IN THE SYSTEM:

Cover letters, resumes, and Forms 171 submitted by applicants and replies thereto, and records of promotions, courses completed, position descriptions, performance appraisals, Forms 171, personnel actions, educational transcripts, recommendations and personal data of DLA attorneys.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 3101, General Authority to Employ, Executive Order 10577, Civil Service Regulation, Section 213.3102(d) and (e), 10 USC 137.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Applications are used for filling positions in all DLA legal offices. Attorney information folders are maintained for review incident to personnel actions including promotions performance appraisals, reassignments, etc. and as a general performance and experience record. Parts of these folders may be submitted to other agencies considering the attorney for employment. Information may be used in answering inquiries from Individuals, Congressmen or other Government agencies or for verification of employment.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed by surname of attorney or applicant

SAFEGUARDS:

Attorney information folders are kept in a safe; applications are kept in file cabinets accessible only to authorized personnel of the Office of Counsel or as determined by Counsel.

RETENTION AND DISPOSAL:

Applications are kept for two years from receipt. Attorney information folders are kept indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Office of Counsel, Defense Logistics Agency DLA-G, and Offices of Counsel, PLFAs.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name and, if appropriate, date application was submitted.

RECORD ACCESS PROCEDURES:

SYSMANAGER. Official mailing address is in the DoD Directory in the Appendix to the DLA Systems Notices.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Applicants, employees, co-employees, outside references, supervisors, and personnel offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S335.01DLA-K

SYSTEM NAME:

335.01 Training and Employee Development Record Systems

SYSTEM LOCATION:

Headquarters, Defense Logistics Agency (DLA) and Primary Level Field Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees, U.S. citizens and foreign national direct hires receiving training supported by the Federal Government, paid from appropriated funds. Department of Defense military personnel may be included in the automated training information system, and non-appropriated fund personnel may be included in some of the installation manual records.

CATEGORIES OF RECORDS IN THE SYSTEM:

Automated and non-automated records are maintained reflecting information pertaining to the employees' identification, social secutiry number, occupational status (series, grade level and supervisory status) course identification, course length, category and purpose of training received, date on which training was completed, associated costs, pre-post test results, et al. Input documents for the systems include, but are not limited to completed automated forms, training reports, authorization and record, key punched cards. The manual files are maintained in paper folders containing employees' registration and/or record of training documents. Apprentice, on-the-job training program, and similar trainee intake program manual and automated records are maintained, reflecting information pertaining to subject employee's identification, date of birth, entrance date of program, dates and nature of personnel actions which occurred during fiscal year, student progress, and statistical data which effects the numbers of apprentices in training as of a given date. At Headquarters level, nomination forms and documents (non-automated) for centrally-administered education and training programs are maintained. The manual files contain the candidate's nomination documents, training request, enrollment and registration and other documents related to training. Manual files are maintained at installations regarding courses conducted on their premises, or for which they sponsor, listing such things as completion dates and course participants. Additionally, manual files are typically found at the field activities containing information regarding an employee's supervisory status, an indication as to whether or not he/she has participated in supervisory training. Files are often maintained regarding an employee's certification/recertification or demonstrated proficiency in one or more skills areas; an activity-wide annual training plan should also be maintained, as well as individual training plans. Files are also maintained regarding professional licenses held by installation personnel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 4103, 4118, AND 4115.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Department of Defense components in the performance of their official duties related to the management of the Defense components civilian employee training programs, the design, development, maintenance and operation of the manual and automated system of record keeping and reporting; the screening and selection of candidates for centrally administrated programs; and administration of grievance, appeals, complaints and litigation involving the disclosure of records of the training programs. Representatives of the United States Civil Service Commission on matters relating to the inspection, survey, audit or evaluation of Defense components civilian training programs, or such other matters under the jurisdiction of the Commission. The Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office relating to the Defense components civilian training programs. The Attorney General of the United States or his authorized repre- sentatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies. Officials and employees of other Departments and agencies of the Executive Branch of Government upon request in the performance of their official duties related to the screening and selection of candidates for programs sponsored by their organization. Representatives of the United States Department of Labor on matters relating to the inspection, survey, audit or evaluation of the Defense components apprentice training programs or on other such matters under the jurisdiction of the Labor Department. Representatives of the Veterans Administration on matters relating to the inspection, survey, audit or evaluation of the Defense components apprentice and on-the-job training programs. The Computer-systems group contractor (or other such contractor) and its employees for the purpose of card punch recording of data from employee training documents. A duly appointed hearing examiner or arbitrator for the purpose of conducting a hearing in connection with an employee's grievance involving the disclosure of the records of the Defense Department's components training programs. An arbitrator who is given a contract pursuant to a negotiated labor agreement to hear an employee's grievance involving the disclosure of the records of the Defense component's training and employee development record system.

The Senate or the House of Representatives of the United States or any committee or sub-committee thereof, any joint committee of Congress or sub-committee, or joint committees on matters within their jurisdiction requiring disclosure of the files or records of the Defense Department's civilian training program.

Representatives of educational institutions which have been awarded contracts to conduct training for Defense components create and maintain individual training records of those who attend.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records are stored on magnetic tapes, drums, computer printouts, and on punched cards. Manual records are stored in paper file folders.

RETRIEVABILITY:

Automated records are retrieved by SSN and name, or by one, or a combination of data elements contained in the program master files. Manual records are retrieved by employee last name, by course control information, or by training program title.

SAFEGUARDS:

The computer facilities are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained. Manual records and computer printouts are available only to authorized personnel having a need-to-know.

RETENTION AND DISPOSAL:

Manual records are maintained on a fiscal year basis and are retained for varying periods from one to five fiscal years. For centrally administered programs, files on selected candidates are maintained for five years (from date selection process is completed). Records of non-selected candidates are retained only for that period of time sufficient to permit appropriate review (usually less than 60 days). Some installation records are maintained for varying periods.

SYSTEM MANAGER(S) AND ADDRESS:

Civilian personnel officer or comparable official of the Civilian Personnel Office servicing the activity/installation.

NOTIFICATION PROCEDURE:

Request by correspondence should be addressed to the Civilian Personnel Officer servicing the headquarters of field activities employing civilians. The letter should contain the full name of the requestor and his signature. Proof of identification will consist of a Department of Defense component building pass or identification badge, or driver's license, or by other types of identification bearing an employee picture and signature.

RECORD ACCESS PROCEDURES:

Above procedure for notification apply.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting the contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Civilian personnel offices; current previous supervisors of employees (when appraisals of performance/potential are used).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S335.80DLA-Q

SYSTEM NAME:

335.80 Quality Assurance Staff Development Program

SYSTEM LOCATION:

The primary system of records is maintained in the Defense Contract Administration Services (DCAS) Quality Assurance Staff Development Office (DQADO), Headquarters, Defense Logistics Agency, Cameron Station, Alexandria, VA, 22314. A secondary decentralized system of training records is maintained in the DCAS Region Quality Assurance Directorate, DCAS District, or DCAS Office where the staff development trainee is assigned.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Each trainee in the DCAS Quality Assurance Staff Development Program.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personnel qualifications statement; Individual Training Plans (ITP); records of training requested, received, waived, and planned for each trainee; informal training evaluations of each on-the-job training assignment; quarterly trainee progress reports and evaluations; budgeted and actual cost of training; records and evaluations of special projects performed by trainees; trainee correspondence related to ITPs; records and reports of trainee attendance and leave, including records of sick, annual and other types of leave taken and other absences; time in special or temporary duty assignments; official correspondence related to a trainee's attendance and leave; and promotion and target position data. While records maintained are currently manual in nature, some records may be produced by automated data processing systems described in other notices.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Chapter 41, Title 5, U.S.C.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Data is used by the DQADO program staff and DCAS training program managers for scheduling of training, determining progress of trainees and eligibility for promotion in the program and graduation from the program, determining when a trainee requires special attention; data on leave and attendance is used for pay purposes. Defense Logistics Agency managers and supervisors in the quality assurance function use the records to determine adequacy of training and appropriate assignments for trainees.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of trainee.

SAFEGUARDS:

Records are maintained in locked file cabinets.

RETENTION AND DISPOSAL:

Records are maintained for one year following graduation of the trainee, and are then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

DCAS Quality Assurance Staff Development Office, ATTN: DQADO-S, Headquarters Defense Logistics Agency (DLA)

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name. Official mailing address is in the Department of Defense directory in the appendix to the DLA systems notice.

RECORD ACCESS PROCEDURES:

Written or personal requests for information should be directed to the SYSMANAGER. No identification is required for personal visits. For written requests, identity of requester will be verified by comparing signature with signature in record.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents of records may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual quality assurance staff development trainees, Government training school personnel and records, the program managers and supervisors, and other Agency officials directly involved in trainee's progress in the program.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S336.10 DCRS-F

SYSTEM NAME:

336.10 Personnel Cost Forecast System

SYSTEM LOCATION:

Budget Function, Budget and Management Support Division, Office of Systems and Financial Management, Defense Contract Administration Services Region (DCASR) St. Louis.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All current and former civilian personnel assigned to DCASR St. Louis.

CATEGORIES OF RECORDS IN THE SYSTEM:

Master employee record showing grade, date of next step increase, assignment code, and in some instances, hourly rate. Personnel Cost Forecast listing shows assignment and projected salary for each GS salaried employee by month. Identity is by social security number. Manual subsidiary records are kept by employee showing date entered on duty, date departed, promotion date, and incentive awards.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC Chap. 53, Pay Rates and Systems, 10 USC 136

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The system is used to project basic pay costs in the budget development and execution stages at DCASR St. Louis. Statistical records are maintained for at least three prior years to develop promotion trends, attrition rates, average grades of employees leaving, and average grade of new hires.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Listings are stored in binders. Other data is maintained on 13 column work paper.

RETRIEVABILITY:

Master file is in alphabetical sequence and controlled by social security number. The Personnel Forecast listings are generated, one at branch level and the other by cost code. Both control on social security number.

SAFEGUARDS:

Records are maintained in budget area and are restricted to personnel performing budget duties.

RETENTION AND DISPOSAL:

Mechanized listings are retained for current year plus one prior year. Manual records are retained for current year plus three prior years.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Office of Systems and Financial Management, DCASR St. Louis.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER or to the senior budget analyst, Budget and Management Support Division, Office of Systems and Financial Management, DCASR St. Louis.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the SYSMANAGER. Written requests should contain full name, current address, telephone, and social security number of individual. For personal visits, individuals should be able to provide some acceptable identification that can be verified with the files; such as identification badge or driver's license. Official mailing addresses are in the Department of Defense directory in the appendix to the DLA system of record notices.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Personnel actions generated by the Office of Civilian Personnel, DCASR St. Louis.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S336.60DLA-KM

SYSTEM NAME:

336.60 Position Classification Appeals

SYSTEM LOCATION:

Headquarters Defense Logistics Agency (DLA) for only those cases requiring Headquarters decision, and at DLA Primary Level Field Activities (PLFAs) for others.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All DoD employees serviced by a DLA Civilian Personnel Office who have filed classification or job grading appeals.

CATEGORIES OF RECORDS IN THE SYSTEM:

Case files relating to individual or group classification appeals consisting of the written appeal, complete identification of the position, position organization chart, functional statement, comprehensive evaluation statement which has been reviewed by the individual or group submitting the appeal (the appellant), efforts to resolve locally, recommended action and any supplemental information pertinent to the case.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S. Code SS 5112, 5113; FPM Chapter 511, Subchapter 6.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

This information is used during decision making on (adjudication) classification appeals to HQ DLA or the Civil Service Commission (CSC) by DLA employees. Personnel specialists at the DLA PLFA will furnish file to appropriate CSC Regional Office when a DLA employee appeals directly to the CSC; use classification appeal decisions to initiate appopriate personnel actions; may also use this file as a reference for classification precedent in classifying other similar DLA PLFA positions.

CSC officials use this file to adjudicate the classification appeal when DLA employees appeal the classification of their position to CSC.

Personnel specialists at DLA HQ use this file to adjudicate the classification appeal when a DLA employee appeals the classification of his position to Headquarters; may also use this file as a reference for classification precedent in classifying other DLA PLFA positions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Accessed by classification series, appellant's name and organization.

SAFEGUARDS:

Made available to appellant, DLA personnel specialists concerned and CSC. Precedent decisions when issued by DLA HQ exculde appellant's name and personal data. Maintained in locked containers.

RETENTION AND DISPOSAL:

Placed in inactive file after final decision and completion of any resultant action. Headquarters precedent-setting decision cases, excluding personal data, are filed with Classification Standards and kept until superseded. The DLA PLFA inactive file is cut off at the end of the calendar year, held 5 years in current files areas, then destroyed. Headquarters files are retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Director, Civilian Personnel, HQ DLA; DLA PLFA Civilian Personnel Officers.

NOTIFICATION PROCEDURE:

Requests may be directed to the appropriate PLFA Civilian Personnel Officer or to Staff Director, Civilian Personnel, HQ DLA. The employee or former employee must provide full name, DLA organizational element in which employed at time of appeal, position description number and, if requesting in person, must present activity identification badge or other suitable identification.

RECORD ACCESS PROCEDURES:

Assistance may be obtained from SYSMANAGER. Official mailing addresses are in the DoD directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should provide full name, organizational element at time of appeal, position description number and activity identification badge or other suitable identification.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Appellant, cognizant Office of Civilian Personnel, supervisors, HQ DLA Personnel Office staff and CSC officials.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S337.01DLA-K

SYSTEM NAME:

337.01 Labor Management Relations Records Systems

SYSTEM LOCATION:

Headquarters, Defense Logistics Agency (HQ DLA) and Primary Level Field Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees who are involved in a grievance which has been referred to an arbitrator for resolution; civilian employees involved in the filing of an Unfair Labor Practice complaint which has been referred to the Assistant Secretary of Labor Management Relations; union officials; union stewards; and representatives.

CATEGORIES OF RECORDS IN THE SYSTEM:

Folder contains all information pertaining to a specific arbitration case or specific Unfair Labor Practice with whom Department of Defense has dealings; field activities maintain roster of local union officials and union stewards.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

EO 11491 as amended Labor-Management Relations in the Federal Service.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of the Department of Defense (to include Army, Navy, Air Force, and other DoD agencies) in the performance of their official duties related to the Labor-Management Relations Program, e.g. administration/implementation of arbitration awards, interpretation of the Executive Order through third party case decisions; national consulation and other dealings with the recognized unions.

Representatives of the U.S. Civil Service Commission on matters relating to the inspection, survey, audit, or evaluation of Civilian Personnel Management Programs.

The Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office relating to the Labor Management Relations Program.

Officials and employees of ther components of the Department of Defense in the performance of their official duties related to the administration of the Labor-Management Relations Program. A duly appointed hearing examiner or arbitrator for the purpose of conducting a hearing in connection with an employee's grievance.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual files, maintained in paper folders.

RETRIEVABILITY:

Manual records are retrieved by case subject, case numbers, and/or individual employee names.

SAFEGUARDS:

All individually indentifiable files are accessible only to authorized personnel having a need-to-know.

RETENTION AND DISPOSAL:

Case files retained for ten years. Union official rosters are normally destroyed after a new roster has been established.

SYSTEM MANAGER(S) AND ADDRESS:

Civilian Personnel Officer or comparable official of the Civilian Personnel Office servicing the activity/installation.

NOTIFICATION PROCEDURE:

Request by correspondence should be addressed to: Civilian Personnel Officer of activity/installation. The letter should contain the full name, and signature of the requester. The individual may visit the Department of Defense activity at which he or she is employed.

RECORD ACCESS PROCEDURES:

Procedures for notification shown above apply. In addition, requester must be able to provide some suitable type of identification.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Servicing Civilian Personnel Offices, arbitrator's office, Office of Assistant Secretary of Labor for Labor-Management Relations, union headquarters office.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S337.25DLA-K

SYSTEM NAME:

337.25 Employee Relations under Negotiated Grievence Procedures

SYSTEM LOCATION:

Headquarters, Defense Logistics Agency (HQ DLA) and Primary Level Field Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Department of Defense civilian employee whom discipline, grievence, and complaints records exist. Discrimination complaints of civilian employees, applicants for employment and former employees in appropriated and non-appropriated positions.

CATEGORIES OF RECORDS IN THE SYSTEM:

Manual files, maintained in paper folders, contain copies of documents and information pertaining to discipline, grievences, complaints, and appeals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

EO 9830, Amending the Civil Service Rules and providing for Federal Personnel Administration; 4 U.S.C. 1302, 3301, 3302; EO 10577, Amending the Civil Service Rules and Authorizing a New Appointment System for the Competitive System; P.L. 92-261, Equal Employment Opportunity Act of 1972; P.L. 93-259, Extension of Age Discrimination in Employment Act of 1967; 5 U.S.C. 7512, EO 11491, Labor-Management Relations in the Federal Service.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials of the Department of Defense (to include Army, Navy, Air Force or other DoD agencies) in the performance of their official duties related to the management of civilian employees in the processing, administration, and adjudication of discipline, grievance, complaints, appeals, litigation, and program evaluation. Representatives of the United States Civil Service Commission on matters relating to the inspection, survey, audit on evaluation of civilian personnel management programs or personnel actions, or such other matters under the jurisdiction of the Commission. Appeals authority for the purpose of conducting hearings in connection with employees' appeals from adverse actions and formal discrimination complaints.

The Comptroler General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the civilian manpower management programs.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies.

The Senate or the House of Representatives of the United States or any member, committee or subcommittee or joint committees on matters within their jurisdiction relating to the above programs.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual records are stored in paper folders.

RETRIEVABILITY:

Manual records are filed by last name.

SAFEGUARDS:

All records are stored under strict control and are available only to authorized personnel having a need to know.

RETENTION AND DISPOSAL:

Manual records destroyed after five years.

SYSTEM MANAGER(S) AND ADDRESS:

Civilian Personnel Officer or comparable official of the Civilian Personnel Office servicing the Department of Defense activity/installation.

NOTIFICATION PROCEDURE:

Request by correspondence should be addressed to: Civilian Personnel Office of activity/installation. The letter should contain the full name, and signature of the requester and the type of record sought. The individual may visit the activity at which he or she is employed.

RECORD ACCESS PROCEDURES:

Above procedures for notification apply. In addition, requester must provide some suitable type of identification.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents, and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Supervisors or other appointed officials designated for this purpose.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S339.10DLA-K

SYSTEM NAME:

339.10 Headquarters Defense Logistics Agency (HQ DLA) Automated Civilian Personnel Data Bank Sys

SYSTEM LOCATION:

Office of Civilian Personnel, DLA Administrative Support Center (DASC-Z), Cameron Station, Alexandria, VA 22314

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

U. S. Citizen civilian employees of the DLA who are paid from appropriated funds, and former such employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Data on current position occupied by employee, data on employee's current employment status with DLA, training data, and selected personal data including: social security account number; name; sex; minority group designation; date of birth; physical handicap; Government insurance; veteran's preference; Military Reserve Status; Retired Military Status; education; and whether individual passed the Federal Service Entrance Examination or Professional and Administrative Career Examination.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U. S. Code, Sec. 301, 302, and 2951, 2952, 2954, E.O. 10561, E.O. 9397, and Federal Personnel Manual Chapters 250 and 291

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purposes of this system are to prepare reports required by the Executive, Legislative and Judicial Branches of government, and to provide information to officials of DLA for effective personnel administration.

Information is used: To provide management data for use of HQ DLA and Field officials. For transfer of current data to the Civil Service Commission on a monthly basis for inclusion in their Central Personnel Data File.

For disclosures to members or committees of Congress with a stated valid need for the information in the performance of their official duties. To furnish or publish information on the DLA Civilian workforce to Federal Agencies, the Congress, or courts of law.

and other Freedom of Information Releases.

To provide information in litigation and other administrative review processes.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape and disc, computer paper printouts, microfiche.

RETRIEVABILITY:

Records identified to a specific civilian employee are accessed and retrieved by social security account number.

SAFEGUARDS:

Paper printouts or microfiche records which contain only statistical information are released to responsible persons whose stated needs are not in violation of Federal Statute.

Paper printouts or microfiche records which contain individually identifiable information are releasable only under conditions authorized by Federal Statute.

Records are secured in appropriate storage and/or file cabinets when not under the control of Personnel Office officials during duty hours.

During non-duty hours, records are secured in either locked storage and/or file cabinets. The area in which the records are secured is protected by a building security guard system.

Individually identifiable personnel documents will either be hand- carried or will be transmitted in envelopes addressed to a specific office or individual and marked to be opened by addressee only.

Magnetic tape and disc are kept in the computer room which is itself a security container with locked door and access limited to persons appropriately cleared and identified. Tapes and disc packs are stored in a tape library when not used in processing and are logged in and out only to cleared personnel with an official need. Tapes are transmitted to the Civil Service Commission by mail or courier. Reports with individual data are closely controlled. Personnel who process these reports are appropriately cleared and maintain continuous observation of reports during all processing phases. Reports are kept under appropriate physical safeguards when not being processed or used.

An individual requesting information in records must identify self and his relationship to the individual upon whom the record information is being requested.

An individual other than the individual of record must specify what information is requested and the purpose for which it would be used if disclosed. The SYSMANAGER or his delegated assistant determines if request is reasonable and consistent with provisions of the Freedom of Information Act and the Privacy Act of 1974.

Physical access, that is the ability to obtain the record, is limited to:

Personnel Office officials
Civil Service Commission officials
Data processing officials
Supervisors for those records which they are authorized to maintain

RETENTION AND DISPOSAL:

Printouts or microfiche reports are considered as working papers to support particular projects, inquiries, studies or administrative need. They will be retained until the purpose for which generated has been met. They will then be destroyed by shredding or burning.

Data maintained on magnetic tape or disc are to be retained for five years. They will then be degaussed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Civilian Personnel Division, DASC, Cameron Station, Alexandria, VA 22314

NOTIFICATION PROCEDURE:

Information may be obtained from:
Chief, Civilian Personnel Division
DASC-Z, Room 4D690
Cameron Station
Alexandria, VA 22314

Requestor must provide last name, first name, middle initial, and social security account number. If request is by mail, requestor must also furnish current address.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to:
Chief, Civilian Personnel Division
DASC-Z, Room 4D690
Cameron Station
Alexandria, VA 22314

Requests for information must be in writing and contain last name, first name, middle initial, social security account number, date of birth, current address, phone number where individual may be reached during the day, and a signed statement certifying that the individual understands that knowingly or willfully seeking or obtaining access to records about another individual under false pretenses is punishable by a fine of up to 5,000 dollars. Complete records are maintained only on magnetic tapes or discs and are not available for access by personal visits.

CONTESTING RECORD PROCEDURES:

The agency's rule for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Input from employees of civilian personnel offices and Equal Employment Opportunity Officers who obtain information from: the Official Personnel Folder and other personnel documents, personal contact with individual concerned, applications and forms completed by the individual; and input from interface with the DLA Automated Payroll, Cost and Personnel System (APCAPS).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S339.50DLA-K

SYSTEM NAME:

339.50 Supervisors' Personnel Records

SYSTEM LOCATION:

Office of supervisor or manager having supervision over the individual employee, at each Defense Logistics Agency, (DLA) activity.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DLA civilian employees, full time and part time, paid from appropriated or nonappropriated funds.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records of supervisors who are geographically accessible to their employees' Official Personnel Folders may contain Standard Forms 7A and 7B (Employee Record Card and continuation); Supervisor's copy of position description, performance evaluations, other evaluations for official purposes (such as promotion or for application for other positions); supervisor's notations of employee successes or short comings, for use in developing performance evaluations, for counseling employees and for basing disciplinary actions; records of training requested, scheduled or taken; printouts from automated personnel systems providing supervisors with day-to-day operating level information concerning their employees; letters, documents, notations or other information maintained only temporarily by the supervisor regarding an individual employee during the time some particular action relating to the employee is being planned or taken. Information in these records will be the

minimum essential to effective supervision. An operating or work personnel folder may be maintained by operating officials in field offices geographically remote from the personnel office, or by personnel or administrative offices of field installations that do not have full delegated personnel management authority (and their official personnel folders are maintained by higher echelon in another city or geographic location). In addition to the contents listed above, such records may contain information on employee experience, education, special qualifications and skills and conduct.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 1302; E.O. 10561; FPM Supplement 293-31, Subchapters 7 and 8.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Supervisors, managers and other officials of the DLA in carrying out their official duties for supervision and counseling of civilian employees and the administration of employee evaluation, discipline and training.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual records in file folders or in card files. Records in this system will be kept at only one organizational level and not duplicated in other organizational levels.

RETRIEVABILITY:

By employee name or by organizational segment or, in some cases, by name within subject matter, such as training.

SAFEGUARDS:

All records are maintained under the strict control of the supervisor or other management official and are accessible only to authorized persons. They are retained in locked cabinets or in supervisors' locked desk drawers or in a secured room or area.

RETENTION AND DISPOSAL:

Records are maintained during the employee's tenure with the particular supervisor or organization and, after purging, are transferred to the employee's subsequent supervisor if in the same DLA activity. When an employee leaves the activity through transfer or other separation the records will be sent to the personnel office for comparison with the official personnel folder. The personnel office will screen the records to ensure that no documents are included which should be permanently filed in the official personnel folder and then destroy the remainder. Documents which are purged from the official personnel folder during employment are also purged from supervisor's records.

SYSTEM MANAGER(S) AND ADDRESS:

Civilian Personnel Officer servicing the DLA activity involved.

NOTIFICATION PROCEDURE:

Requests for information will normally be addressed to the employee's immediate supervisor or to a higher level supervisor. Request by correspondence should be addressed to the Civilian Personnel Officer of the particular activity where the individual is employed or was formerly employed. Mailing addresses are provided in the Department of Defense component directory published in the Federal Register. The letter should contain the full name of the requestor and his signature.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records by the individual concerned may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

The data is gathered from the individual employee, the employee's present and former supervisors at various levels, from official personnel folders and other personnel documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S339.50DSAO-S

SYSTEM NAME:

S339.50 DSAC, Staff Information File

SYSTEM LOCATION:

DLA, Data Systems Automation Office, P.O. Box 1605, Columbus, Ohio 43216.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All DSAC employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personnel type information concerning each staff member, including name, home address, grade, sex, job class, position title, home and office telephone numbers, birth date, service computation date, subsidiary cost code, office symbol, position code, supervisory code, employee account number, Minority Group Designator War Emergency Support Plan assignment, and AUTOVON approval.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in Title 10, United States Code Section 133, the Secretary of Defense has issued DoD Directive 5105.22 (32 CFR 359) establishing the Defense Logistics Agency as a separate agency of the Department of Defense under his direction and therein has charged the agency's Director with the responsibility for the maintenance of necessary and appropriate records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is maintained to provide readily accessible data about staff which are required for day-to-day operations and which would be impractical to organize and use on a manual basis or from other records. Information is used by officials of the DSAC and the Defense Construction Supply Center (DCSC): As a reference report to determine or verify data concerning each staff member in the process of day-to-day operations; to provide the Operations Control Center the capability to contact individuals during non-duty hours for providing assistance to system users; to determine staff members eligible for retirement in the next five years and develop plans as necessary for replacement of personnel who could retire; to provide a complete list by organization assignment and to identify location of each staff member, account for vacancies and encumbered positions and determine progress toward average grade level goal(s); for accounting purposes in submitting jobs to the computer center; to provide a list of the identifying numbers assigned to each staff position for use in various personnel actions; to provide a list of subsidiary cost codes assigned to each individual, to determine that correct code is assigned, for use on various personnel actions; to assign parking spaces; to identify individuals assigned responsibility under the War Emergency Support Plan (WESP); to identify individuals eligible to authorize AUTOVON calls during non-duty hours; to verify and/or modify the Profile Data Analysis Report concerning minority

and female employees; and to produce a telephone list for DSAO staff use.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Magnetic disk storage media and hard copy printouts.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Individual information is retrievable by Individual information is retrieved by Employee Account Number.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Information is disclosed only to agency officials on a need-to-know basis.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Reports are destroyed when superseded by new reports.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, DLA Systems Automation Center, P.O. Box P1605; Columbus, Ohio 43216.

NOTIFICATION PROCEDURE:

Requests should be addressed to the SYSMANAGER. Individual must provide full name and Employee Account number. Personal visits may be made to the Office of Planning & Management, DSAC. Individual must provide identification card/badge or other Federal Government-issued identification.

RECORD ACCESS PROCEDURES:

Procedures same as for notification.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual personnel actions, DCSC Name and Address Change Notice, and other similar documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S352.10DLA-K

SYSTEM NAME:

352.10 Nominations for Awards

SYSTEM LOCATION:

Agency officials to evaluate contributions (approve or disapprove award), other nominations for honorary and cash awards. Organizational elements of HQ DLA and PLFAs: Files on nominations for awards initiated or evaluated within the organizational element.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian personnel assigned to DLA who are nominated for Defense, (OSD), other Government activities, and private organizations; cash awards which exceed 1,000 dollars based on tangible benfits, 500 dollars based on intangible benefits or 1,500 dollars based on a combination of tangible and intangible benefits and various awards.

CATEGORIES OF RECORDS IN THE SYSTEM:

Justifications submitted in support of award nominations, evaluation statements, photographs when required by the sponsoring organization, minutes of DLA Recognition and Awards Board meetings, registers of cases, and reports submitted to Office of the Secretary of Defense and Civil Service Commission.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 4501-4506, 10 U.S.C. 1124, Chapter 451 of the Federal Personnel Manual.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is maintained in support of action taken on contributions and award nominations and for preparation of statistical and narrative reports required by Office of the Secretary of Defense and Civil Service Information is used by: Commission. Headquarters Defense Logistics Agency (HQ DLA): Nominations for DLA Primary Level Field Activities (PLFA): Above files plus all Training and Incentives Division, Staff Director, Civilian Personnel, honorary awards sponsored by DLA, Office of the Secretary of Members of DLA Recognition and Awards Board - to evaluate contributions requiring approval of the Director, DLA. Members of other Federal activities and members of Private Organizations - to evaluate nominations for awards sponsored by them for which DLA personnel are nominated. Officials of other DoD Components and other Government activities - to evaluate for possible adoption and use contributions made by DLA personnel that concern the operation of their functions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, card index files, and registers in notebooks.

RETRIEVABILITY:

Award nominations may be filed alphabetically by nominee's name or by award title, in personnel offices. Filed by type of award or suggestion in organizational elements of HQ DLA and PLFAs.

SAFEGUARDS:

Maintained in locked containers in areas accessible only to Agency personnel.

RETENTION AND DISPOSAL:

Nominations for Awards - files are closed upon completion of the action, cut-off at the end of the fiscal year, held for two years, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Incentives Awards Administrator, Chief, Training and Incentives Division, Staff Director, Civilian Personnel, HQ DLA; Civilian Personnel Officers of DLA PLFAs.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name and type of award for which nominated, and activity at which nomination was submitted.

RECORD ACCESS PROCEDURES:

Requests for assistance should be directed to the SYSMANAGER. Official mailing addresses are in the DoD Directory in the appendix to the DLA systems notice. Individual must provide full name and type of award for which nominated and activity at which nomination was submitted.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

DLA supervisors and managers who initiate and evaluate nominations, members of DLA Recognition and Awards Board.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S355.02 DCIDO

SYSTEM NAME:

DLA-Intern Records.

SYSTEM LOCATION:

Defense Logistics Agency (DLA) Centralized Intern Develop- ment Office (DCIDO-X), Defense Construction Supply Center, 3900 E. Broad Street, Columbus, Ohio 43215; and DLA Civilian Personnel Management Support Office (DCMO), Defense Construction Supply Center, 3990 E. Broad Street, Columbus, Ohio 43215.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All current and former DCIDO interns.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records maintained in this system contain personal and training (formal and on-the-job) data on all interns (past and present) employed by DCIDO. These records contain the name, Social Security Number, name of program, date of birth, sex, minority group designator, entrance on duty, address, recruitment location, education, activity assigned, target position, date of completion of DCIDO training, reasons for non-completion/effective date, formal training received, completion date, on-the-job training received, and completion date

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 4103, 4115, and 4118.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To maintain training records and demographics on all interns employed by DCIDO; to provide information to DLA regarding EEO progress and for effective personnel management and administration. Records the training each intern has received to insure training objectives are being met as required in the Program of Instruction. Also used by staff personnel to evaluate program and individual intern progress.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated files are stored on magnetic tapes/disks. Manual files are stored on 5 x 8 index cards in file cabinets and computer print outs.

RETRIEVABILITY:

Automated records are retrieved by name, social security number, and career intern training program. Manual records are retrieved by employee name and career intern training program.

SAFEGUARDS:

Records are maintained in an area that is accessible to office personnel only. Records are retained in locked cabinets and computer fail-safe system soft-ware. Records will be available only to authorized personnel on a need-to-know basis in connection with their official duties. Magnetic tapes or disks are stored in a tape library when not used in processing

RETENTION AND DISPOSAL:

Manual records are retained for current year plus nine prior years. Mechanized listings are retained for one year and then are destroyed by shredding or burning. Tapes and/or disks are retained until no longer needed for reference or ten years, whichever is sooner.

SYSTEM MANAGER(S) AND ADDRESS:

Director, DLA Centralized Intern DEVELOPMENT Office, 3900 E. Broad Street, Columbus, Ohio 43215.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be obtained from the System Manager. Individual must provide full name, social security number and career program.

RECORD ACCESS PROCEDURES:

Assistance may be obtained from Administrative Officer, DCIDO, 3990 E. Broad Street, Columbus, Ohio 43215. Written requests or personal visits, individual must provide full name and signature, current address, social security number and career program. Specific proof of identification is not normally required.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Civilian Personnel; Chiefs, Career Intern Training Programs, information provided by personnel; OJT supervisors and training instructors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S370.20DLA-WH

SYSTEM NAME:

370.20 Individual Accident Case Files

SYSTEM LOCATION:

Primary System - Case files on disabling work (lost time) injuries, property damage accidents (100 dollars or more), and motor vehicle accidents with a disabling work injury or property damage exceeding 100 dollars: Office of Installation Services and Environmental Protection, Headquarters, Defense Logistics Agency (HQ DLA). decentralized segments - Above files plus all other injuries and accidents: HQ DLA principal staff elements, DLA Primary Level Field Activities (PLFAS), secondary and third level field activities, where incidents occurred.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian and military personnel, contractor employees, and other personnel who are injured on the premises of DLA or performing assignment incident to DLA operations. Also may include individuals involved in accidental damage to vehicles equipment, and property.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports, statements of witnesses, photographs and related papers, including summarized information maintained for the purpose of identifying accident repeaters and safety award recipients, regarding accidents incident to DLA operations, pertaining to injuries to individuals or accidents involving motor vehicles and other equipment or structural property damage.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

29 U.S.C. 651, Et.seq. 'The occupational safety and health act of 1970 (OSHA);' Executive order 12196, 'Occupational Safety and Health Programs for Federal employees.'

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is maintained to identify cause of accident, to formulate accident prevention programs, to identify individual involved in repeated accidents, to present safety awards to individuals and to prepare statistical reports as required.

Information is used by:

Agency supervisors and managers - to determine actions required to correct the causes of the accidents.

Safety offices - to insure actions proposed by supervisors and managers are adequate to prevent future accidents, to identify accident repeaters and safety award recipients, to provide verification that accidents have

occurred when processing workmen's compensation cases, to prepare statistical reports, accident summaries, and accident prevention information for inclusion in Agency internal publications.

Security personnel - to determine accident causes, and to formulate possible changes in activity rules of conduct.

Government and Non-Government Medical personnel - to make medical determinations about individuals involved in accidents.

Facilities engineers and maintenance personnel - to formulate future installation facilities and equipment plans and budgets and to change operating procedures.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and card index files and automated record files.

RETRIEVABILITY:

Filed by organizational activity and/or alphabetically by last name of injured person or principal person involved in accident, when known.

SAFEGUARDS:

Records are maintained in areas accessible only to DLA Safety and Health personnel.

RETENTION AND DISPOSAL:

Records are destroyed ten years after the case is closed. They are retained in active file until end of calendar year in which case is closed, held one to three additional years in inactive file and subsequently retired to Federal Records Center, held for the remaining years and destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Director, Office of Installation Services and Environmental Protection, DLA; Safety Officers, DLA Primary Level Field Activities.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name and name of DLA activity at which incident occurred; or if individual is or was a DLA employee, name of employing activity is also required.

RECORD ACCESS PROCEDURES:

Official mailing addresses of the SYSMANAGER are in the DoD Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone numbers of the individual and a signed statement asserting his or her identity and stipulating that the individual understands that knowingly or willfully seeking or obtaining access to records about another individual under false pretenses is punishable by a fine of up to 5,000 dollars. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employment identification card, and give some verbal information that could be verified from the case folder.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Employee's supervisors, medical units, DLA protective service, civilian police, fire department, investigating officer, or witness to accident.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

S380.01DLA-K

SYSTEM NAME:

380.01 Employee Assistance Program Case Record Systems

SYSTEM LOCATION:

Headquarters Defense Logistics Agency (HQ DLA) and Primary Level Field Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees in appropriated and non-appropriated fund activities who are referred by management for, or voluntarily request, counseling assistance.

CATEGORIES OF RECORDS IN THE SYSTEM:

Systems are comprised of case records on employees which are maintained by counselors, supervisors, civilian personnel offices and social action offices and consist of information on condition, current status, and progress of employees or dependents who have alcohol, drug, emotional, or other job performance problems.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Drug Abuse Office and Treatment Act of 1972, as amended by Public Law 93-282 (21 U.S.C. 1175); Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, as amended by Public Law 93-282 (42 U.S.C. 4582); Subchapter A of Chapter I, Title 42, Code of Federal Regulations; Chapter 43 of Title 5, U.S.C.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by the counselor in the execution of his/her counseling function as it applies to the individual employee, selected information may be provided to and used by other counselors or medical personnel, research personnel, employers, representatives such as legal counsel, and to other agencies or individuals when disclosure is to the employee's benefit, such as for processing retirement applications.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Case records are stored in paper file folders.

RETRIEVABILITY:

By employer name or by locally assigned identifying number.

SAFEGUARDS:

All records are stored under strict control. They are maintained in spaces normally accessible only to authorized persons, normally in locked cabinets.

RETENTION AND DISPOSAL:

Records are purged of identifying information within five years after termination of counseling or destroyed when they are no longer useful.

SYSTEM MANAGER(S) AND ADDRESS:

Civilian Personnel Officer or comparable official of the Civilian Personnel Office servicing the activity/installation.

NOTIFICATION PROCEDURE:

Request by correspondence should be addressed to servicing civilian personnel office or to the appropriate Employer Assistance Program administrator at the activity. The letter should contain the full name and signature of the requester and the approximate period of time, by date, during which the case record was developed.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Counselors, other officials, individuals or practitioners, and other agencies both in and outside of Government.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S380.20DLA-K

SYSTEM NAME:

380.20 Civilian Medical Case Files

SYSTEM LOCATION:

Geographically decentralized to Defense Logistics Agency (DLA) primary level field activities (PLFA), secondary and third level field activities where records are maintained.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees and other personnel who are provided medical support at DLA activities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Health record case files on periodic medical reports, injury reports, dispensary treatment records, allergy history, immunization records, and medical correspondence. Reports of dispensary treatments, reports from private physicians of health units, records of immunizations and allergies, records of health related work assignment restrictions. This system excludes records required by the Civil Service Commission, that is it excludes pre-employment physical examinations, Health Qualification Placement Records, disablilty retirement examinations, and fitness for duty examinations which become a part of the Official Personnel Folders (Standard Form 66) upon separation, but which may be maintained separately from the folder prior to separation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. Section 7901, Health Service Programs.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is maintained in support of the medical treatment and preventative health programs. Medical and health personnel use the records to prescribe treatment, identify health problems, and interpose health related restrictions of work activities. They provide necessary information to Agency supervisors and managers to alleviate health related problems on the job and to insure compliance with health related restrictions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and card index files, magnetic tape and disk, computer paper printout, microfiche.

RETRIEVABILITY:

Filed alphabetically by last name of person in the unit.

SAFEGUARDS:

Records are maintained in locked cabinets or in secured rooms. Access is limited to the health unit staff.

RETENTION AND DISPOSAL:

New files are set up each year. Records from previous years related to an individual are brought forward when that individual is treated again. Records are destroyed six years after date of last papers in file.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Civilian Personnel, DLA primary level field activities.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER. Written requests shall include a signed employee statement authorizing release of record material.

RECORD ACCESS PROCEDURES:

Official mailing addresses of the SYSMANAGER are in the DoD Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone numbers of the individual and a signed statement asserting his or her identity and stipulating that the individual understands that knowingly or willfully seeking or obtaining access to records about another individual under false pretenses is punishable by a fine of up to 5,000 dollars. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified with his 'case' folder.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Physicians, medical technicians, administrative personnel engaged in medical treatment or health programs at agency, contract or private facilities.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S390.01DLA-KS

SYSTEM NAME:

390.01 Grievance Examiners and Equal Employment Opportunity Investigators Program

SYSTEM LOCATION:

Staffing and Employee Relations Division, Staff Director Civilian personnel, Headquarters Defense Logistics Agency (HQ DLA).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and Civilian employees of Defense Logistics Agency (DLA), or former employees, who have been nominated by Commanders of Primary Level Field Activities (PLFAs), to serve as DLA grievance examiners and EEO investigators; and have been approved by HQ DLA are listed by name on regional rosters as available for serving in those areas. Also retired Federal civilian employees and others approved by HQ DLA as grievance examiners and EEO investigators for the Agency and available to serve under a non-personal services contract are listed by name on regional rosters.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files include regional rosters of approved investigators/examiners of grievances and Equal Employment Opportunity (EEO) complaints which are available to Commanders of Defense Logistics Agency Primary Level Field Activities.

Agency regional rosters, letters of nomination and approval, position descriptions, certificates of training, personal qualifications statement, Standard Form 171 (SF-171), and related correspondence and papers pertinent to Agency grievance examiners and EEO investigators program.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 1302, 3301 & 3302, 3105, EO. 11478, as amended

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purpose: Information is maintained for purposes of establishing Agency grievance examiners and EEO investigators program and insuring the availability of quality personnel on short notice.

Information is used by: Civilian Personnel officials of HQ DLA and other involved DLA HQ and field officials to select and supervise grievance examiners and EEO investigators as required.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name within regional area.

SAFEGUARDS:

Records are maintained in locked file cabinets in areas accessible only to Agency personnel.

RETENTION AND DISPOSAL:

Records are retained in active file on current basis. New approvals are added continuously and deletions or withdrawals are held one to three years in inactive file and subsequently retired to Federal Records Center. Records are destroyed after a total of ten years.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Director, Civilian Personnel, DLA.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name and, if a current DLA employee, name of DLA activity at which employed.

RECORD ACCESS PROCEDURES:

Official mailing address is in the Department of Defense Directory in the appendix to the DLA systems notice. Written requests for information should be addressed to the SYSMANAGER and contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified with the Agency folder.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from SYSMANAGER.

RECORD SOURCE CATEGORIES:

DLA PLFA Commanders, DLA civilian personnel office staffs, other DLA officials and others who may be able to recommend or provide information on potential or present candidates for this work.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S390.05 DCRB-M

SYSTEM NAME:

S390.05 Boston Equal Employment Opportunity (EEO) Skills Bank.

SYSTEM LOCATION:

Equal Employment Office, Defense Contract Administration Services Region (DCASR), Boston.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Personnel presently employed by DCASR, Boston and referrals from other agencies.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual skills records, including name of individual, present position, present grade and length of time in grade, occupational skills, educational background, types of jobs presently for which qualified, areas of job interest (future), geographic work areas where individual is willing to locate.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. 11478, EEO in the Federal Government and EEO Act of 1972 (Pub. L.92-261) amending the Civil Rights Act of 1964.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose of this system is to assure that qualified employees are informed of upward mobility opportunities. Information is used as a means of referral of candidates when specific organizational elements make requests so that candidates may be alerted to be sure necessary background materials are in files; as a means of referral of candidates to other Federal and public agencies when specific inquiries are made; as a means for notifying possible candidates of training courses in present or anticipated fields. Data relative to outstanding referrals from other agencies as well as walk-in applicants may be added to the system for referral purposes.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tapes and computer printouts stored in file cabinet.

RETRIEVABILITY:

Information is retrieved by grade, occupational skills, present job qualifications, job avocation, and location (entered by category code), and therein alphabetically by name.

SAFEGUARDS:

Magnetic tapes are maintained in tape library which are accessible only to authorized personnel. Computer Personnel who process reports are appropriately cleared. Paper records are maintained in files in the Equal Opportunity Office in file cabinets, which are locked during non-duty hours.

RETENTION AND DISPOSAL:

Records on current employees will be destroyed upon employee's separation. Records on outside referrals will be retained for one year after which they will be destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

EEO Officer, DCASR, Boston.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER. For personal visits, positive identification such as a DLA identification card, driver's license, social security number or any identification containing a picture of the requestor must be presented. Written requests must contain full name, and social security number or date of birth.

RECORD ACCESS PROCEDURES:

Written or personal requests directed to the EEO Officer, DCASR, Boston.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Forms filled out by individual employees and applicants. Participation in Skills Bank is voluntary. Data will be updated at the request of the individual candidate or applicant.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S431.15DLA-C

SYSTEM NAME:

431.15 Travel Record

SYSTEM LOCATION:

Records are maintained at all Defense Logistics Agency (DLA) C.ENTERS, Depots, and Defense Contract Administration Service Regions (DCASRs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All employees, civilian and military, who perform travel, Temporary Duty (TDY) or Permanent Change of Station (PCS) for DLA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Consists of copies of request and authorization for TDY travel of DoD personnel, request and authorization for DoD civilian permanent duty travel, travel voucher, travel voucher or subvoucher, claim for reimbursement for expenditures on official business and record of travel payments.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

cHAPTER 5F, Title 5 United States Code.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The file is used by the Accounting and Finance Officer to administer his disbursing and accounting duties for government travel performed by both military and civilian employees under his administrative control. Data is also used by Counsel to determine that expenses of the sale or purchase of the residence for a PCS are reasonable and customary to the locality of the transaction.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

A Paper records in file folders.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

B By name and social security number.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

C Records are maintained in an area that is accessible to office personnel only.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

D Records of military personnel are maintained until separation or transfer of the military members. Records of civilian personnel are destroyed one year after termination of their employment.

SYSTEM MANAGER(S) AND ADDRESS:

Accounting and Finance Officer at each PLFA.

NOTIFICATION PROCEDURE:

Request for information can be addressed to the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Written requests for information must contain the full name and social security number of the employee. Employees making a personal request must present identification; i.e., employee badge, drivers license, etc. Official mailing addresses are in the Department of Defense directory in the appendix to the DLA system of record notices.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Request for travel forms, travel vouchers, claims for reimbursement.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S434.15DLA-C

SYSTEM NAME:

434.15 Automated Payroll Cost and Personnel System (APCAPS)

SYSTEM LOCATION:

Records maintained at Defense Logistics Agency (DLA) Centers, Depots and Defense Contract Administration Service Regions (DCASRs)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and former civilian and military personnel who have been paid or costed by APCAPS.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records are maintained in manual and mechanical files for all data which affect an employee's pay, deductions, employer contributions, leave, retirement, position status, or cost accumulation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 136, DoD Dir 5105.22

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used in preparing payrolls, cost and manpower reports.

Information is used by: Agency supervisors and managers - to determine leave usage, manpower allocations and labor distribution. Supervisors and managers of agencies and activities other than DLA who receive payroll/cost accounting support from APCAPS - to determine leave usage, manpower allocations, labor distributions and costs.

Payroll office - to compute and control payroll and allocate labor costs.

Personnel office - to determine leave usage and changes that affect an employee's pay.

Security office - to determine location of employees.

Disbursing office - to determine the distribution of checks and bonds.

Financial Institutions - to determine disposition of net pay or allotments of pay.

Treasury Department - to determine registration of bonds and federal tax allocation.

Unions, charities, and insurance organizations - to determine participation in these organizations.

Office of Personnel Management - to determine status of employee and for disposition of retirement records.

State and local taxing authorities - to determine tax liability.

Non-government organizations - to verify employment and credit data furnished to financial institutions by the employee.

Bureau of Employment Compensation - to process employee disability claims.

State employment offices - to submit data for unemployment compensation.

Local courts - to determine the withholding of pay for garnishment of wages.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Microfilm, magnetic tape, disc pack, computer paper printouts, vertical file cards, paper records in file folders.

RETRIEVABILITY:

Hardcopy documents are filed by payroll block and/or alphabetically by last name. Data stored on mechanized storage devices are retrieved by SSAN.

SAFEGUARDS:

Access to mechanical records is limited to authorized DLA data systems personnel. All other records are maintained in areas accessible only to agency personnel.

RETENTION AND DISPOSAL:

Retention of data varies from 1 to 3 days for mechanical working files up to an employee's total length of service with an activity for permanent payroll information.

SYSTEM MANAGER(S) AND ADDRESS:

Comptroller, DLA.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the Chief, Payroll Branch, Accounting and Finance Division, Office of Comptroller at each DLA Center and depot.

RECORD ACCESS PROCEDURES:

Written requests must contain full name and social security account number of the employee. Employees making a personal request must present identification. Official mailing addresses are in the Department of Defense directory in the appendix to the DLA system of record notices.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Employee's supervisors, civilian personnel office, military personnel office, financial institutions, local courts, military services or other government agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S434.15DLA-KP

SYSTEM NAME:

434.15 Automated Payroll, Cost and Personnel System (APCAPS) Personnel Subsystem

SYSTEM LOCATION:

Offices of Civilian Personnel at:

Defense Construction Supply Center (DCSC)

Defense Electronics Supply Center (DESC)

Defense General Supply Center (DGSC)

Defense Personnel Support Center (DPSC)

Defense Property Disposal Service (DPDS)

Defense Depot Memphis (DDMT)

Defense Depot Ogden (DDOU)

Defense Depot Tracy (DDTC)

Defense Depot Mechanicsburg (DDMP)

Defense Logistics Agency Administrative Support Center (DASC)

Defense Contract Administration Services Region (DCASR), Atlanta

Defense Contract Administration Services Region (DCASR), Boston

Defense Contract Administration Services Region (DCASR), Chicago

DEFENSE Contract Administration Services Region (DCASR), Cleveland

Defense Contract Administration Services Region (DCASR), Dallas

Defense Contract Administration Services Region (DCASR), Los Angeles

Defense Contract Administration Services Region (DCASR), New York

Defense Contract Administration Services Region (DCASR), Philadelphia

Defense Contract Administration Services Region (DCASR), St. Louis

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Defense Logistics Agency (DLA) civilian employees serviced by Offices of Civilian Personnel at the activities listed under LOCATION and other Department of Defense civilian employees who are both serviced by the Offices of Civilian Personnel and paid by the activities listed under LOCATION.

CATEGORIES OF RECORDS IN THE SYSTEM:

Employee data segment of APCAPS data bank, including data being manually collected prior to implementation of the automated record system. For the civilian personnel segment of APCAPS, the employee data segment of the APCAPS data bank contains, for civilian employees, current personnel data on employment status and selected personal data, such as Social Security Number (SSN), name, sex, minority group designator, date of birth, age, physical handicap, Government insurance, military reserve status, retired military status, education, whether individual passed the Federal Service Entrance Examination or the Professional and Administrative Career Examination, status preceding employment with DLA, U.S. citizenship, and veterans preference.

Position data segment of APCAPS data bank. For the civilian personnel segment of APCAPS, the position data segment of the APCAPS data bank contains position data pertinent to established positions, both those positions occupied by a civilian employee as well as those not so occupied.

Personnel history file. The personnel history file contains a profile of selected civilian employee personnel data as of the most recent transaction processed against it, as well as a chronological extract of all prior transactions processed on the employee.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., Sec. 301, 302; EO 10561; Federal Personnel Manual, Chapters 290 and 293.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purposes of the system are to affect Federal personnel actions, maintain the Federal personnel service control system, fulfill Federal personnel reporting requirements, and provide information to officials of DLA for effective personnel management and personnel administration.

Prospective employees. For employment determination purposes.

Credit firms. For verification of data for credit determination purposes.

Taxing authorities. For tax administration purposes.

Officials of the Executive Branch. For performance of official duties.

Officials of the Legislative Branch. For performance of official duties.

Officials of the Judicial Branch. For performance of official duties.

Hospitals, medical offices and institutions. For medical/hospital administration purposes.

Executor or administrator of the estate of a deceased employee, former employee, or annuitant, or next-of-kin. For estate settlement purposes.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tapes or discs. Computer paper printouts. Paper records in file folders.

RETRIEVABILITY:

Information identified to a specific civilian employee is accessed and retrieved by Social Security Number.

SAFEGUARDS:

Records are either secured in locked storage and/or file cabinets or under the constant observation of personnel office

officials during duty hours. During non-duty hours, records are either secured in locked storage and/or file cabinets; the records file area is locked, and/or the building in which the records are stored is protected by building security guard. If the records area is not protected by security guard, all records must be locked. Individually identifiable personnel documents will either be handcarried or will be transmitted in envelopes addressed to a specific office or individual and marked to be opened by addressee only. Magnetic tapes and discs are kept in the computer room which is itself a security container with locked door and access limited to persons appropriately cleared and identified. Tapes and disc packs are stored in a tape library when not used in processing, and are logged in and out only to cleared personnel with an official need. Reports with individual data are closely controlled. Computer personnel who process these reports are appropriately cleared and maintain continuous observation of reports during all processing phases. Indivudual requesting information must identify himself/herself and his/her relationship to the individual upon whom the record information is being requested. Individual other than the individual of record must specify what information is requested and the purpose for which it would be used if disclosed. Personnel office official determines if request is reasonable and consistent with provisions of the Freedom of Information Act and the Privacy Act of 1974. In order to prevent unauthorized modification of records contents, original records documents may only be reviewed in the presence of a witness designated by the Personnel Office.

Physical access, that is the ability to obtain the record, is limited to:.

Personnel office officials

Office of Personnel Management Officials.

Data processing officials

Supervisors for those records for which they are authorized to maintain.

Responsible officials are granted temporary custody of an original record in order to monitor the review of the record by the individual to whom it pertains, when the individual is geographically remote from the personnel office.

RETENTION AND DISPOSAL:

Records which are filed in the Official Personnel Folder (OPF) are retained in the personnel office until the employee leaves the agency. At that time the permanent portion of the OPF is transferred to the gaining Federal agency and temporary OPF records are destroyed by shredding or burning. Copies of records which are furnished to the employee concerned, may be retained at his or her discretion. Copies of records authorized to be maintained by supervisors or other operating offices are destroyed by shredding or burning when the employee leaves the agency. Operating records maintained within the Civilian Personnel Office may be retained up to three years, as needed. At that time, or sooner, they may be destroyed by burning or shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Director, Civilian Personnel, HQ DLA and Directors of Civilian Personnel at DCSC, DPDS, DESC, DGSC, DPSC, DDMT, DDOU, DDTC, DDMP, DASC, DCASR Atlanta, DCASR, Boston, DCASR Chicago, DCASR Los Angeles, DCASR New York, DCASR Cleveland, DCASR Dallas, DCASR Philadelphia, or DCASR St. Louis.

NOTIFICATION PROCEDURE:

Written or personal requests may be directed to the SYSMANAGER at the activity where the record is maintained. Individual must provide name (last, first, middle initial) and SSN in order to determine whether or not the system contains a record about him/her. If a written request, individual must provide a return address. For personal visits, the individual should be able to provide some acceptable identification, such as employing office identifiaction card.

RECORD ACCESS PROCEDURES:

Written requests are required. The request is to contain the name of the individual (last, first, middle initial), SSN, return mailing address, telephone number where individual can be reached during the day, and a signed statement certifying that the individual understands that knowingly or willfully seeking or obtaining access to records about another individual under false pretenses is punishable by a fine of up to 5,000 dollars. Complete records are maintained only on magnetic tapes or discs and are not available for access by personal visits.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Agency supervisors and administrative personnel, medical officials, previous Federal employers, U.S. Office of Personnel Management, applications and forms completed by individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S434.87DLA-C

SYSTEM NAME:

434.87 Debt Records for Individuals

SYSTEM LOCATION:

Primary System: - Accounting and Finance Division, Finance Systems Branch, Headquarters, Defense Logistics Agency (HQ DLA). Secondary System: DLA Primary Level Field Activies (PLFAs)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals, including members of the general public, current and former civilian employees and military personnel, who are indebted to the Defense Logistics Agency (DLA). Also, included are individuals indebted to other Federal agencies for which DLA has assumed collection responsi- bility.

CATEGORIES OF RECORDS IN THE SYSTEM:

Administrative reports with supporting documentation of individual's financial condition, such as pay grade, salary, or financial documents furnished by individual; personnel actions and requests from the individuals for waiver of indebtedness.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

31 U.S.C. 951-953 (Federal Claims Collection Act of 1966); Public Law 90-616; Public Law 92-453.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used to collect monies owed the U. S. Government. Information is maintained to support case files; financial statements provide an understanding of individuals' financial condition with respect to request for deferment of payments. If debtors do not enter into satisfactory payment arrangements or demonstrate a legitimate dispute within a specific period, the debt will be reported to a commerical credit bureau. When debts are uncollectable, case files are forwarded to the U. S. General Accounting Office, Department of Justice, or a United States Attorney for further collection action. Information could be provided to other Federal activities in cases where an individual may be employed outside of DLA and such Federal activity is assisting DLA in its collection efforts.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Paper records in file folders.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Filed alphabetically by name.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Files are located in the Finance Systems Branch, Accounting and Finance Division, Office of the Comptroller, HQ DLA. Access is limited to personnel of the Division except in those instances where other personnel may have an official requirement for the files, such as, counsel.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Records are destroyed ten years after all aspects of the case are closed. Collected in full claims are retained for six months and then destroyed. Claims terminated, compromised or waived are retained for three years and subsequently retired to Federal Records Center, held for remaining years and destroyed. Claims settled by U. S. General Accounting Office, retained one year after settlement and retired to Federal Records Center, held for remaining years and retired.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Finance Systems Branch, Accounting and Finance Division, Office of Comptroller, HQ DLA.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Official mailing address is in the DoD Directory in the appendix to the DLA systems notice. Written requests from individuals should contain their full name, current address and telephone number. For personal visits, the individual should be able to provide acceptable identification, such as an employee badge or driver's license, etc.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Records will be obtained from Primary Level Field Activities (disbursing offices and/or personnel officer) in the form of copies of official government documents. Records will also be obtained from other Federal Agencies, financial institutions, members of the general public and from the individual concerned. Accuracy of such records will be verified, as necessary, by requesting sworn or notarized statements, matching the various records and by comparison with official government records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S491.10 DLA-M

SYSTEM NAME:

491.10 Nonappropriated Fund (NAF) Membership Records

SYSTEM LOCATION:

Officers Open Messes at Defense Construction Supply Center (DCSC), Defense Electronics Supply Center (DESC), Defense General Supply Center (DGSC), Defense Personnel Support Center (DPSC), Defense Depot Ogden (DDOU), Defense Depot Tracy (DDTC), Golf Club at Defense Depot Memphis (DDMT)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of the NAF

CATEGORIES OF RECORDS IN THE SYSTEM:

The record contains the member's name, rank, social security number, spouse's name, birthdate, and home/office telephone number.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC Secs. 301, 302

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The record is maintained to have a current file of membership in the activity. The records are used by the manager of the fund to determine eligibility for membership, mailing NAF activity notices, billing for dues, indicating payment or non-payment of dues, social functions, and membership card number. The record could be used by the Council to terminate membership for nonpayment of dues.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Card files. The records may also be automated.

RETRIEVABILITY:

Filed alphabetically by last name

SAFEGUARDS:

Maintained in areas accessible only to authorized personnel

RETENTION AND DISPOSAL:

Destroy one year after member departs

SYSTEM MANAGER(S) AND ADDRESS:

The manager of the NAF at DCSC, DESC, DGSC, DPSC, DDMT, DDOU, DDTC

NOTIFICATION PROCEDURE:

Contact the SYSMANAGER by signing a request for the data or personal visit with identification.

RECORD ACCESS PROCEDURES:

Contact the SYSMANAGER. Official mailing addresses of SYSMANAGER are in the DoD Directory in the appendix to the DLA systems notice.

CONTESTING RECORD PROCEDURES:

The rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Assignment orders, ID Card, financial records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S493.10DLA-K

SYSTEM NAME:

493.10 Official Personnel Folders for Non-Appropriated Fund Employees

SYSTEM LOCATION:

Geographically and organizationally decentralized to the Defense Logistics Agency (DLA) primary level field activities which employ non-appropriated fund employees.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All employees of non-appropriated fund (NAF) activities of DLA and former such employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Various forms and records pertaining to the selection and appointment of NAF employees, personnel actions and other records originating during an employee's service and records pertaining to the employee's separation, classification, training, adverse or disciplinary actions, and other employment related forms and documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. Sec. 301,302, 10 U.S.C. Sec. 136.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The information is collected and maintained to provide personnel officials and supervisory officials with information on which to base employment decisions affecting employees. It also provides a record of the employee's employment. The use of the record is restricted to official personnel administration uses and for answering inquiries from credit sources or other outside sources when appropriate and requested.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by employee name.

SAFEGUARDS:

Maintained in locked filing cabinets. Direct access to the files is limited to civilian personnel office employees and to supervisors and others who are identified as having a specific and legitimate need.

RETENTION AND DISPOSAL:

Folders are maintained for the duration of the employee's employment. They are retired to the National Personnel Records Center (civilian), 11 Winnebago Street, St. Louis, Missouri 63118, 30 days after separation, except as follows:

Off-duty U. S. Military personnel, destroy 2 years after termination of employment.

Non-U. S. citizens residing outside of Continental United States (CONUS), Alaska, or Hawaii but working within CONUS, Alaska, and Hawaii, destroy 3 years after separation.

SYSTEM MANAGER(S) AND ADDRESS:

Civilian Personnel Officers (CPOs) of DLA Primary Level Field Activities (PLFAs) where there are NAF employees.

NOTIFICATION PROCEDURE:

Request for information from an employee about himself or herself should be forwarded to the SYSMANAGER at the PLFA where the employment occurred, and contain requestor's full name and location of organization where employed. The requestor may visit the Office of Civilian Personnel of the appropriate field activity to obtain information on whether the system contains records pertaining to him or her.

RECORD ACCESS PROCEDURES:

Individuals should contact the SYSMANAGER. Official mailing addresses are in the DoD Directory in the appendix to the DLA systems notice. Written requests should include requestor's full name, job title and name of organization where employed. For personal visits employee should be able to provide some acceptable identification such as driver's license or employee identification badge.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information contained in the folder is obtained from the employee's previous employer, educational institution, trade associations, references and others who would have knowledge of the employee's skills or employment characteristics and papers originating with the activity during the employee's work history.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S672.70DLA-X

SYSTEM NAME:

672.70 Dependents Travel

SYSTEM LOCATION:

Transportation Officer or Civilian Personnel Officer (CPO) at Primary Level Field Activities (PLFA)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Dependents of civilian personnel authorized travel to new duty station.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents relating to arrangements for movements of dependents such as applications for transportation, and authorizations to obtain passports, and port calls.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 5724 5 USC 5724, Relocation expenses of employees transferred or reemployed

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is maintained and used by Agency personnel to ensure completion of pre-travel arrangements, satisfactory conclusion of travel to new duty stations and for preparation of statistical reports. Non-government personnel-applications for visas are forwarded to appropriate foreign country Embassies.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Filed numerically by Travel Order (TO) number

SAFEGUARDS:

Records are maintained in areas accessible only to Agency personnel

RETENTION AND DISPOSAL:

Records are destroyed after two years

SYSTEM MANAGER(S) AND ADDRESS:

Staff Director, Administration, Defense Logistics Agency and Transportation Officer or CPO, PLFA

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to SYSMANAGER. Individual must provide full name, TO number, and name of DLA activity from which travel was initiated.

RECORD ACCESS PROCEDURES:

Official mailing addresses of SYSMANAGER are in the Department of Defense Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address, travel orders numbers, and telephone numbers of the individual. For personal visits, the individual should be able to provide copy of travel orders and some

acceptable identification, such as driver's license.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual employee concerned and servicing civilian personnel officer.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S690.01DISC-W

SYSTEM NAME:

Car Pool Program in Participants File.

SYSTEM LOCATION:

Primary System--Tapes are maintained in Office of Data Systems (DISC-A), Defense Industrial Supply Center, 700 Robbins Ave., Philadelphia, PA 19111. Paper records are maintained in the Office of the Comptroller (DISC-C), Directorate of Supply Operations (DISC-O), Directorate of Contracting and Production (DISC-P), and directorate of Technical Operations (DISC-S).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian and military employees of DISC.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personal information consisting of name, rank/grade, home address, organizational code, office telephone number and social security number.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

40 USC 486(c); CFR 101-20.117; DoD Directive 4170.10, Energy Conservation.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To collect and maintain data from personnel for the purpose of forming car pools. Data collected is used to coordinate geographic locations of employees of employees' home addresses, to facilitate the establishment of car pools by computer car pool matching against grid/map, and to comply with the Energy Conservation Program.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, tapes, computer printouts.

RETRIEVABILITY:

Retrieved from tape records by individual's Social Security Number. Computerized indices are used to retrieve individual records from the system. Paper records are retrieved by individual's name.

SAFEGUARDS:

Records are accessible only to authorized personnel and are maintained in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Records are destroyed upon preparation of new lists compiled from update data collected from personnel.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Data Systems (DISC-A), Defense Industrial Supply Center, Philadelphia, Pennsylvania 10111, telephone 215-697-2700.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER. Individuals must provide full name, and specific office in which employed.

RECORD ACCESS PROCEDURES:

Requests should contain full name, current address and telephone number of the individual. For personal visits, the individual should be able to provide some personal identification, e.g., drivers license, DLA identification card etc.

CONTESTING RECORD PROCEDURES:

Rules for contesting contents may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual, upon applying for car pool matching, and when changes occur.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE.

S690.10DLA-W

SYSTEM NAME:

690.10 Individual Vehicle Operators File

SYSTEM LOCATION:

Decentralized: At all Primary Level Field Activities (PLFAs) which issue vehicle operator's Identification Cards (I.D.): Heads of PLFAs.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All persons for whom Defense Logistics Agency (DLA) has issued permits to operate motor vehicles or equipment.

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications for identification cards which may include personal data and the following: State and number of currently valid license; list of arrests or summonses for violation of motor vehicle laws (excluding parking violations) and convictions, if any; suspensions or revocations of his state license or identification card within the past five years; and any motor vehicle accidents within the past five years. Standard Form 47 and other related papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Property and Administrative Services Act of 1949, as amended (40 USC 471); Federal Personnel Manual, Chapter 930.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records are maintained and used by DLA officials to determine an individual's qualifications and fitness to operate government vehicles and/or equipment. Referral to local, state, and federal law enforcement agencies and courts for use during investigations and court proceedings.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by name and social security number.

SAFEGUARDS:

Records are accessible only to DLA officials.

RETENTION AND DISPOSAL:

Records are destroyed 3 years after the individual's termination or transfer or after cancellation of authorization.

SYSTEM MANAGER(S) AND ADDRESS:

Heads of PLFAs.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name and name of DLA

activity at which licensing occurred; or if individual is or was a DLA employee, name of employing activity is also required.

RECORD ACCESS PROCEDURES:

Official mailing addresses of SYSMANAGERS are in the DoD Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified from his file.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

State driver's licenses, Standard Forms 47 and 48, court records, supervisors, and related documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S810.50 DLA-P-1

SYSTEM NAME:

810.50 Contracting Officer Files

SYSTEM LOCATION:

Director of Procurement, Headquarters Defense Logistics Agency (HQ DLA), and Heads of DLA Primary Level Field Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Present and Former Contracting Officers.

CATEGORIES OF RECORDS IN THE SYSTEM:

DLA Headquarters - Contracting Officer Certificate of Appointments; Contracting Officer Appointment Documentation Sheet (contains information on education, training and experience). Field Activities - Resumes, references and records of training necessary to support the appointment of each contracting officer. Summary of each Contracting Officer's proficiency and evaluation of performance for the twelve (12) months preceding supplied by the employing procurement division. Comments and recommendations of the Contracting Officer Review Board on continuing the warrants of each reviewed Contracting Officer.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 2302, Armed Services Procurement Regulation 1-405-2(b) and Defense Logistics Procurement Regulation 1-405.2(b). The Office of each appointing authority shall maintain a file containing all documents (such as resumes, references, and records of training) necessary to support the appointment of each contracting officer.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

DLA Headquarters - Provide a current profile of contracting officers. Field Activities - Necessary to maintain an active, centralized control over the issuance of Contracting Officer warrants. This file serves as the source for historical information on each Contracting Officer which is essential for annual reviews of performance. It is also a registry for the quantity of warrants and their distribution. The information is used by the members of the Contracting Officer Review Board, at activities where they exist, to perform their function of advising and recommending to the Commander the issuance or termination of warrants.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, and loose leaf binders.

RETRIEVABILITY:

Filed by organizational activity and alphabetically by last name of Contracting Officer. Chronological actions by Contracting Officer Review Board are filed in separate folders.

SAFEGUARDS:

Records are maintained in an area accessible only to Office of Procurement Policy Personnel

RETENTION AND DISPOSAL:

Documents relating to and reflecting the designation of Contracting OFFICERS AND TERMINATIONS OF SUCH DESIGNATIONS (Designating Office - Destroy 6 years after termination of appointment. Others - Destroy upon termination of appointment.)

SYSTEM MANAGER(S) AND ADDRESS:

Executive Director, Directorate of Procurement DLA and Heads of PLFAs.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name and name of DLA activity at which employed.

RECORD ACCESS PROCEDURES:

Official mailing address of SYSMANAGER are in the DoD Directory in the appendix to the DLA systems notice. Requests should contain the full name, current address and telephone number of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is driver's licence, or DLA identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Employee's supervisors, Contracting Officer Review Board.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S850.10DLA-Q 1

SYSTEM NAME:

850.10 Quality Assurance Activity Certification Report

SYSTEM LOCATION:

Primary System - Computer tape in the library of each Defence Contract Administration Services Region (DCASR). Decentralized segments - Print-outs of all or part of this record may be maintained by the DCASR Quality Assurance Directorate, Defense Contract Administration Services District (DCAS), Defense Contract Administration Services Office (DCASO) where individual is assigned. The official mailing addresses of the organization cited are contained in the Department of Defense Directory in the Appendix to the Defense Logistics Agency system of records notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applies to all DCASR QA personnel involved in Procurement Quality Assurance (PQA) functions at each DCASR

CATEGORIES OF RECORDS IN THE SYSTEM:

The system contains name, grade and step, organization assigment, type of position, length of service information, certifications awarded, technical courses completed, courses for which the individual has been nominated and special qualifications as appropriate.

The file is created and maintained during the employee tenure in DCASR

Quality Assurance and is deleted when his employment is terminated or upon transfer to another government agency. Changes are made as courses are completed or specific goals are met requiring a file update.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, USC 4103

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is maintained for purposes of determining training requirements, training costs, qualifications for certification in various commodity fields and records of those certified in various commodity fields. The information is used by the first line supervisor in determining the need for training consistent with the individuals past experience and the current goals or needs of the DCASR organization.

The DCASR Training Coordinator uses the information in summary form to justify the need and priority for training.

Individual data is used only at the DCASR.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape in the computer tape library.

RETRIEVABILITY:

Filed by person code assigned to each individual.

SAFEGUARDS:

Records are maintained in areas accessible only to DCASR personnel.

RETENTION AND DISPOSAL:

Records are destroyed after two years.

SYSTEM MANAGER(S) AND ADDRESS:

DCAS Quality Assurance Staff Development Office (DQADO)

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name and person code if known.

RECORD ACCESS PROCEDURES:

Official mailing addresses are in the DoD directory in the Appendix to the DLA systems notice. Written requests for information should contain the full name, person code and telephone number of the individual. For personal visits the individual should have their DLA identification card. The system provides a report of data by individual. A copy of the report is available to the individual through his supervisor. When a change/ update has been made to the computer file, an updated version of the individual file is distributed to the individual, the appropriate supervisor and the training coordinator.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned by be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Employees supervisor, college and technical school staffs for course contents and government training school personnel and record.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S850.10DLA-Q 2

SYSTEM NAME:

850.10 Monthly Quality Assurance Activity Report by Person

SYSTEM LOCATION:

Primary System - Computer tape in the tape library of each Defense Contract Administration Services Region (DCASR). Decentralized segments - print-outs of all or part of this record may be maintained by the DCASR Quality Assurance Directorate, Defense Contract Administration Services District (DCASD), Defense Contract Administration Services Office (DCASO), where individual is assigned. The official mailing addresses of the organization cited are contained in the Department of Defense Directory in the Appendix to the Defense Logistics Agency system of records notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Quality Assurance personnel performing PQA functions at contractor facilities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record of hours devoted by an individual person performing Procurement Quality Assurance (PQA) functions in the contractor's plant. Record may include specific categories of effort in PQA as well as count of actions, contract count and dollar value of contracts received, completed and shipments.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, USC 4103

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The information is used by the first line supervisor to determine how direct labor (individual) effort is distributed for the purpose of evaluating mission effectiveness and performance. The individual data is used only within the DCASR and its subordinate activities.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape in the computer tape library, printed copies in the DCASR, District, DCASO offices.

RETRIEVABILITY:

Printed reports may be filed by person code under the Division, Branch and Section to which facilities or personnel are assigned.

SAFEGUARDS:

Records are maintained in areas accessible only to DCASR personnel.

RETENTION AND DISPOSAL:

Destroy records after two years.

SYSTEM MANAGER(S) AND ADDRESS:

Plans and Systems Mgmt Division (DLA-QR)

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name, person code, Division and Branch assigment.

RECORD ACCESS PROCEDURES:

Official mailing addresses are in the DoD directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, person code and telephone number of the individual. For personal visits the individual should have his/her DLA identification card.

The system provides for a monthly report in summary form by individual of all data/information reported during the month. The individual normally receives a copy of this data through supervisory channels.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

The source of the data/information is the individual. No other source is used.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S866.15DPSC

SYSTEM NAME:

866.15 Manufacturing Payroll System; Weekly Piece Work

SYSTEM LOCATION:

Defense Personnel Support Center (DPSC), Philadelphia, Pa.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and former civilian personnel who have been paid by the manufacturing payroll system.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records are maintained for all data which affect an employee's pay, deductions, employer contributions, leave and retirement.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC Ch. 53, Pay Rates & Systems, 10 USC 136.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is maintained for purposes of affecting the weekly pay. INFORMATION IS USED BY Agency supervisors and managers - to determine leave usage, manpower allocations and labor distribution. Payroll office - to compute and control payroll. Personnel office - to determine leave usage and changes that affect an employee's pay. Security office - to determine location of employees. Disbursing office - to determine the distribution of checks and bonds. Financial Institutions - to determine disposition of net pay or allotments of pay. Treasury Department - to determine registration of bonds and federal tax allocation. Unions, charities, and insurance organizations - to determine participation in these organizations. Civil Service Commission - to determine status of employee and for disposition of retirement records. State and local taxing authorities - to determine tax liability. Non-government organizations - to verify employment and credit data furnished to financial institutions by employee. Bureau of Employment Compensation - to process employee disability claims. State employment offices - to submit data for unemployment compensation. Local courts - to determine disposition of pay withheld for garnishment of wages.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape, disc pack, computer paper printouts, paper records in file folders.

RETRIEVABILITY:

Records are maintained in alphabetical and employee number order.

SAFEGUARDS:

Access to mechanical records is limited to authorized DPSC data systems personnel. All other records are maintained in areas accessible only to office personnel.

RETENTION AND DISPOSAL:

Records are retained 18 months to 3 years after their active termination of employment.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Accounting and Finance Division, Office of Comptroller DPSC.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Written requests must contain the full name and social security number of the employee. Employees making a personal request must present identification; i.e., employee badge, driver's license, etc. Official mailing addresses are in the Department of Defense directory in the appendix to the DLA system of record notices.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Employee's supervisors, civilian personnel offices, financial institutions, local courts, other government agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DEFENSE LOGISTICS AGENCY OFFICIAL MAILING ADDRESSES

Headquarters, Defense Logistics Agency
Cameron Station, Alexandria, Virginia 22314

Special Assistant for Congressional Affairs
Special Assistant for Public Affairs
Inspector General
Counsel
Assistant Director, Plans, Programs, and Systems
Comptroller
Command Security Officer
Staff Director, Administration
Staff Director, Civilian Personnel
Staff Director, Installations and Services
Staff Director, Management Review
Staff Director, Military Personnel
Staff Director, Small and Disadvantaged Business Utilization
Executive Director, Procurement
Executive Director, Supply Operations
Executive Director, Technical and Logistics Services
Executive Director, Contract Administration
Executive Director, Industrial Security
Executive Director, Production
Executive Director, Quality Assurance

DEFENSE LOGISTICS AGENCY PRIMARY LEVEL FIELD ACTIVITIES (Alphabetically by State)

CALIFORNIA

Defense Contract Administration Services Region, Los Angeles
11099 South La Cienega Blvd.
Los Angeles, California 90045
Defense Depot Tracy
S. Chrisman Road
Tracy, California 95376

GEORGIA

Defense Contract Adminstration Service Region, Atlanta
805 Walker Street
Marietta, Georgia 30060

ILLINOIS

Defense Contract Administration Services Region, Chicago
O'Hare International Airport
6400 North Mannheim Road
P.O. Box 66475
Chicago Illinois 60666

MASSACHUSETTS

Defense Contract Administration Services Region, Boston
666 Summer Street, Boston, Massachusetts 02210

MICHIGAN

Defense Logistics Service Center
Federal Center
Battle Creek, Michigan 49016
Defense Property Disposal Service
Federal Center

Battle Creek, Michigan 49016

MISSOURI

Defense Contract Administration Services Region, St. Louis
1136 Washington Avenue
St. Louis, Missouri 63101

NEW YORK

Defense Contract Administration Services Region, New York
60 Hudson Street
New York, New York 10013

OHIO

Defense Contract Administration Services Region, Cleveland
Anthony J. Celebrezze Federal Building
1240 East Ninth Street
Cleveland Ohio 44199
Defense Construction Supply Center
Columbus, Ohio 43215
Defense Industrial Security Clearance Office
P.O. Box 2499
Columbus, Ohio 43216
Defense Logistics Agency Systems Automation Center
P.O. Box 1605
Columbus, Ohio 43216
Defense Electronics Supply Center
1507 Wilmington Pike, Dayton, Ohio 45444
Defense Automatic Addressing System Office
Gentile Air Force Station
Dayton, Ohio 45444

PENNSYLVANIA

Defense Depot Mechanicsburg
Mechanicsburg, Pennsylvania 17055
Defense Contract Administration Services Region, Philadelphia
P.O. Box 7478
Philadelphia, Pennsylvania 19101
Defense Industrial Supply Center
700 Robbins Avenue
Philadelphia, Pennsylvania 19111
Defense Personnel Support Center
2800 South 20th Street
Philiadephia, Pennsylvania 19101

TENNESSEE

Defense Depot Memphis
2163 Airways Boulevard
Memphis, Tennessee 38114
Defense Industrial Plant Equipment Center
Memphis, Tennessee 38114

TEXAS

Defense Contract Administration Services Region, Dallas
500 South Ervay Street
Dallas, Texas 75201

UTAH

Defense Depot Ogden
Ogden, Utah 84407

VIRGINIA

Defense Documentation Center
Cameron Station
Alexandria, Virginia 22314
Defense Fuel Supply Center
Cameron Station
Alexandria, Virginia 22314
Defense Logistics Agency Administrative Support Center
Cameron Station
Alexandria, Virginia 22314
Defense General Supply Center
Richmond, Virgina 23297

DEFENSE INVESTIGATIVE SERVICE

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required, to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below, only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE - LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and criminal investigations of the Component requesting the record.

ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August

22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom, maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

V1-01

SYSTEM NAME:

V1-01 Privacy and Freedom of Information Request Records

SYSTEM LOCATION:

Information and Legal Affairs Office, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have submitted or were the subjects of requests under 5 U.S.C. 552 and 552a.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of all correspondence with requesters or pertaining to requests for information released or withheld; summaries, and logs of actions taken regarding requests.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations

5 U.S.C. 552 as amended by P. L. 93-502, Freedom of Information Act.

5 U.S.C. 552a (P.L. 93-579) Privacy Act of 1974.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purposes for which information is maintained:

To permit responses to individual requests.

To document actions taken for agency use in subsequent requests, appeals, or litigation.

To provide a basis for reports required by the laws and implementing directives.

To correct or amend investigative or other records. Categories of Users and specific uses are: DIS Assistant for Information, action officers, legal and appeal officials for the uses described above.

Action officers of other agencies when coordination or referral is necessary for the purposes listed above.

DIS investigative control personnel when the release of information may have an impact on investigative activities, or where investigative activity is necessary to verify assertions of the requester, or obtain permission for release of identification of sources.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Information is retrieved by the name of the subject of the request.

SAFEGUARDS:

Records are maintained in security containers and only personnel who have a need to know the information are permitted access.

RETENTION AND DISPOSAL:

A log entry is made and a file folder established upon the receipt of each request. Copies or summaries of key documents are retained for as long as released material is retained.

SYSTEM MANAGER(S) AND ADDRESS:

The DIS Assistant for Information at the address listed under location.

NOTIFICATION PROCEDURE:

Requests should be addressed to the SYSMANAGER. The full and the approximate date of earlier requests are necessary for retrieval of information. Information and Legal Affairs Office, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324 may be visited by personnel making inquiries regarding this system. A check of personal identification will be required of all visitors making inquiries for personal records.

RECORD ACCESS PROCEDURES:

Access may be obtained through the SYSMANAGER at the address previously listed.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information in this system is obtained from requesters, from other federal agencies with collateral interest in a request, and from records which were the subject of requests.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Information in this system may identify all or portions of records previously withheld in accordance with the exemptions of 5 U.S.C. 552(b) or 5 U.S.C. 552a(j) or (k). Any such exemptions will continue on requests of this system submitted under the same law.

V1-02

SYSTEM NAME:

V1-02 DIS Personnel Locator System

SYSTEM LOCATION:

Primary System--Administrative Division, Director of Management and Resources, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

Decentralized Segments - Field units including centers.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian personnel assigned or attached to DIS.

CATEGORIES OF RECORDS IN THE SYSTEM:

Primary system contains DISHQ Form 4, DIS Locator Card. Field unit decentralized segments include DISHQ Form 4 or optional documents reflecting the required information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, DoD Directive 5105.42, and DIS Regulation 1-10.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purposes:

Records are used to maintain a locator system of all personnel assigned to the Defense Investigative Service.

Users:

Records are used by administrative personnel and supervisors in headquarters and field units.

Uses:

To determine current assignment of DIS personnel.

As an aid in distributing communications addressed to individuals.

To make and to verify entries in required personnel rosters, directories, and listings subject to certain restrictions placed on the information by the individuals concerned.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

Filed in security containers or locked file cabinets, accessible only to authorized personnel that clearly have a need to know the information.

RETENTION AND DISPOSAL:

Records remain in the active file until departure of the individual, when they are placed in the inactive file and destroyed after one year.

SYSTEM MANAGER(S) AND ADDRESS:

Administrative Division, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

NOTIFICATION PROCEDURE:

Information may be obtained from the primary system by contacting the SYSMANAGER. Information regarding decentralized segments may be obtained from the field unit maintaining portions of these records.

RECORD ACCESS PROCEDURES:

Access to any records maintained as a part of this system may be obtained from the DISHQ or field unit maintaining them.

CONTESTING RECORD PROCEDURES:

While not considered applicable, DIS rules are described in DISR 28-4.

RECORD SOURCE CATEGORIES:

Only the individual on whom records are maintained.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

V2-01

SYSTEM NAME:

V2-01 Inspector General Complaints

SYSTEM LOCATION:

Inspector General, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Past and present civilian employees of the DIS and military personnel currently or formerly assigned to DIS for duty who have made a complaint, or requested assistance from the Inspector General, or whose complaint or request has been referred to the Inspector General for action, assistance or information.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents which have been provided by individual complainants in support of their requests, or which have been provided by others in support of, or in rebuttal to, these requests, such as: letters of reprimand, personal financial statements, medical records, promotion board actions, travel orders, personnel computer printouts, medical bills from civilian sources, accident reports, reports of survey, records of personnel actions, evaluation reports, efficiency reports, test results, courtesy letters, letters of appreciation or commendation, screening board actions, leave and earnings statements, movement orders for household goods.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5USC301

DoD Dir 5105.42 (paragraph III B5, part VI), Charter for the Defense Investigative Service

DoD Dir 5200.26 (paragraph 5C2), Defense Investigative Program

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The purpose for which information in the system is collected is the resolution of a complaint, the redress of a problem or to provide assistance.

The users are: members of Congress, DIS management officials, various service IG offices, various military personnel offices, boards, and record management offices.

The specific uses are: to correct records; take or recommend disciplinary action; reevaluate or rescind previous actions or decisions; conduct or recommend formal investigations or inquiries; provide assistance or guidelines in following prescribed procedures for specific problems; and to provide advice on how to obtain exception to policy.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Filed by name

SAFEGUARDS:

Building employs security guards. Files are contained in a locked file safe and accessible only to the IG staff. Information from this record system is made available to other officials only on a need to know basis.

RETENTION AND DISPOSAL:

Destroyed after two years by pulping.

SYSTEM MANAGER(S) AND ADDRESS:

Inspector General, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

NOTIFICATION PROCEDURE:

Information may be obtained from: Information and Legal Affairs Office, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

Written requests for information should contain the full name of the individual, current address and telephone number, and the identity of the DIS element with which affiliated. Visits are limited to the Information and Legal Affairs Office.

For personal visits, a check of personal identification will be required.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Assistant for Information at the above listed address.

RECORD SOURCE CATEGORIES:

DIS personnel office, consolidated civilian personnel offices, DIS comptroller, military personnel offices, military finance offices, military medical record repositories, DIS Investigative Files.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

V4-01

SYSTEM NAME:

V4-01 Civilian Employee Personnel Records

SYSTEM LOCATION:

Civilian Personnel Branch, Defense Investigative Service, P. O. Box 1211, Baltimore, MD 21203 , and Civilian Personnel Division, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees of the Defense Investigative Service.

CATEGORIES OF RECORDS IN THE SYSTEM:

Permanent and temporary records pertaining to the individual's employment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10561

FPM Supplement 990-1, Book III, Parts 293 and 294

FPM Chapter 295

5USC301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

USES

Individual's employment history; disclosure for verification of personnel information; details of employee qualifications; eligibility for proposed personnel actions or new employment.

USERS

Personnel specialists

Personnel clerks

DIS supervisors with a clear need for the information.

Accredited investigators with a clear need for the information.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, or 5 X 8 cards in card file drawers

RETRIEVABILITY:

Filed alphabetically by last name of employee

SAFEGUARDS:

Buildings employ security guards. Records are maintained in locked file cabinets, accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Records are both permanent and temporary. Permanent records are transferred to the National Personnel Records Center when no longer required by the agency. Temporary records are destroyed when the file leaves the agency, or when utility of the record is no longer significant.

SYSTEM MANAGER(S) AND ADDRESS:

Civilian Personnel Officer, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324 and Chief, Civilian Personnel Branch, P. O. Box 1211, Baltimore, MD 21203.

NOTIFICATION PROCEDURE:

Information may be obtained from: SYSMANAGERS

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: SYSMANAGERS

Written requests for information should contain the full name of the requesting individual, current address and telephone number, if known, and the name of the individual that appears on the desired file. Visits are limited to: SYSMANAGERS offices

For personal visits, the individual should be able to provide some acceptable identification, i.e., driver's license or building pass.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the In5ormation and Legal Affairs Office, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

RECORD SOURCE CATEGORIES:

Previous employers, references, supervisors, U.S. Veterans Administration, U.S. Civil Service Commission, DIS Civilian Personnel Office, DIS Security Officer, other Federal agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

V4-02

SYSTEM NAME:

V4-02 Optional Personnel Management Records (OPMR)

SYSTEM LOCATION:

Primary System--Director of Personnel and Security, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324 and Civilian Personnel Branch, Defense Investigative Service, P. O. Box 1211, Baltimore, MD 21203.

Decentralized Segments - Partial records are maintained at staff directorates, district headquarters, operational centers and field offices. (See DoD appendix for addresses.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian personnel assigned or attached to DIS and those

being considered for assignment or employment.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains records which may include working documents, copies of correspondence and forms processed in anticipation of, or during, tour of duty with DIS that relate to assignment, security clearance, promotion, duty status, training, special duty, retirement, separation, reenlistment, performance appraisals, matters pertaining to military specialty qualification, manner of performance, morale and discipline, special personnel management and assignment factors and other personnel actions that affect the individual or his assignment with DIS. Qualification records, leave and financial documents, and award recommendations are also among the items that may be included in the records. Decentralized portions also contain emergency notification and locator information, security clearance data, individual workload and productivity measurement records (e.g., DIS Form 45) not necessarily retained by DISHQ Personnel Division activities.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10561, 5 USC 301, DOD Directive 5105.42, Charter for the Defense Investigative Service (DIS), and other DIS, DOD and CSC directives on records maintenance and disposition

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

PURPOSES

Records are used in fulfilling military and civilian personnel management responsibilities in both field elements and DIS headquarters.

USERS

Records are used by directors, commanders and supervisors at the Field Office, District and DIS headquarters level.

Primary users are the Director of Personnel, the Civilian and Military Personnel Officers and their staffs, and the Director, DIS.

USES

To serve as basis for recommendations for employment, selection, assignment, promotion, awards, training, relief and disciplinary actions.

To record appraisals of performance and performance ratings.

To record reenlistment, retirement, separation and relief from active duty or employment.

To record information on qualifications, schooling, training, experience and career programs affecting personnel actions.

To record morale and disciplinary actions.

To document completed actions, as basis for responding to inquiries, and for use in substantiating and processing subsequent related personnel actions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records

RETRIEVABILITY:

Filed alphabetically by last name

SAFEGUARDS:

Records filed in security containers or locked file cabinets, accessible only to authorized personnel that clearly have a need to know the information.

RETENTION AND DISPOSAL:

Documents in each record are retained for one calendar year following year in which individual departed DIS and then destroyed, unless earlier destruction is prescribed. Manhour documents (DIS Form 45) are maintained for four months only.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Personnel and Security, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

NOTIFICATION PROCEDURE:

Information may be obtained from: SYSMANAGER

RECORD ACCESS PROCEDURES:

Access to partial decentralized segments may be obtained from District/Field Office headquarters. Requests from an individual for information pertaining to himself from the centralized repository should be addressed to the SYSMANAGER at the above address.

Written requests for information should contain the full name of the individual, current address and telephone number, grade, SSN, unit and period of assignment with DIS. Visits should be made to the SYSMANAGER.

For personal visits, a check of personal identification will be required.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Information and Legal Affairs Office, 1900 Half St., S. W., Washington, D. C. 20324.

RECORD SOURCE CATEGORIES:

Sources of information other than from the individual are servicing Civilian Personnel Offices (CPO), the Military Departments and the individual's commander or supervisor.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

V4-04

SYSTEM NAME:

V4-04 Civilian Applicant Records

SYSTEM LOCATION:

Civilian Personnel Division, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

Civilian Personnel Branch, Defense Investigative Service, P. O. Box 1211, Baltimore, MD 21203.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants for positions with the Defense Investigative Service.

CATEGORIES OF RECORDS IN THE SYSTEM:

Temporary record of applicants' stated interest in and/or qualifications for employemnt.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

FPM Chapter 333
FPM Chapter 332
5USC301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

USES

Identification of applicants, and determination of eligibility for positions with DIS disclosure to other agencies for verification.

USERS

Personnel specialists of DIS and the CSC

Personnel clerks

Supervisors with a clear need for this information

Accredited investigators.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in files, looseleaf binders

Paper files of 3 X 5 cards.

RETRIEVABILITY:

Filed by type of position for which the applicant applied, or

Filed alphabetically by last name of applicant, or

Filed numerically by Sequential Control Number.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in files, accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Records are temporary, and are destroyed in accordance with DIS Records Disposition Schedule.

SYSTEM MANAGER(S) AND ADDRESS:

Civilian Personnel Officer, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.and Chief, Civilian Personnel Branch, Defense Investigative Service, P. O. Box 1211, Baltimore, MD 21203.

NOTIFICATION PROCEDURE:

Information may be obtained from: SYSMANAGERS

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: SYSMANAGERS

Written requests for information should contain the full name of the individual, current address and telephone number, and the name of the individual that appears on the desired file. Visits are limited to: SYSMANAGERS offices.

For personal visits, the individual should be able to provide some acceptable identification, eg., driver's license or building pass.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Information and Legal Affairs Office, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

RECORD SOURCE CATEGORIES:

Civilian Personnel Officers
Personnel clerks
Civilian personnel specialists
U.S. Civil Service Commission.
Subject Individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

V4-05

SYSTEM NAME:

V4-05 Military Personnel Management Information System (MILPERS)

SYSTEM LOCATION:

Director of Personnel and Security, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel currently assigned or attached to DIS and those projected for assignment.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains computer records consisting of: (a) Identification Data on the individual; (b) Assignment Data; (c) Duty Information; (d) Basic Personnel Data; (e) Personal Data; (f) Agent qualifications.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

DOD Directive 5105.42, Charter for the Defense Investigative Service.
5 USC 301

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Personnel Managers in DIS: To monitor manning posture of DIS elements, statistical reporting, to respond to requests for personnel data from internal DIS, DOD and Congressional sources, determine qualification and eligibility for specific assignments, training or reassignments within DIS, locator reference, strength accountability, verification of manually prepared personnel actions.

Administrative Personnel in DIS: To prepare personnel actions, i.e., award recommendations, retirement applications, etc., as locator reference file, mail routing, for input of data to central file to produce consolidated reports for DISHQ staff elements.

Commanders/Supervisors in DIS: To monitor manning situation for unit under jurisdiction, determine qualification of personnel for special duty assignment or duty in selected areas, meet administrative reporting requirements.

DIS Security Officer: To monitor gains and losses to insure currency of files and security briefing/debriefing, determining periodic revalidation requirements, respond to queries concerning security clearance or access information.

DIS Headquarters Staff: To make decisions on policy and procedural matters, determine agent qualifications, security access, and complete administrative actions.

In the event that records maintained in this system indicate a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

A record from this system of records may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, or the granting of benefits by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tape and paper output in folders or binders

RETRIEVABILITY:

Filed by Social Security Number (SSN)

SAFEGUARDS:

Magnetic tape storage is within a secured area accessible only to authorized personnel.

Paper products are secured in cabinets and only personnel with a need to know are granted access to these documents.

RETENTION AND DISPOSAL:

Magnetic tape records are retained on active file until individual's departure from DIS and then on historical file for 3 years. After 3 years, erased from computer file and output reports reflecting personnel data on the individual destroyed by shredding or chemical decomposition. Paper products are retained for one year following the departure of the individual.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Personnel (D0150), Defense Investigative Service, 1000 Independence Ave. S.W., Washington, DC 20314

NOTIFICATION PROCEDURE:

Information may be obtained from: SYSMANAGER

RECORD ACCESS PROCEDURES:

Access to partial decentralized segments may be obtained from

District/Field Office headquarters. Requests from an individual for information pertaining to himself from the centralized repository should be addressed to the SYSMANAGER at the above address.

Written requests for information should contain the full name of the individual, current address and telephone number, grade, SSN, unit and period of assignment with DIS. Visits should be made to the office of the SYSMANAGER

For personal visits, a check of personal identification will be required.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Information and Legal Affairs Office, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

RECORD SOURCE CATEGORIES:

Sources of information other than from the individual are Military Departments and the individual's commander or supervisor.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

V4-06

SYSTEM NAME:

V4-06 Civilian Personnel Management Information System (CPMIS)

SYSTEM LOCATION:

Primary System-Information Services Division, Personnel Investigations Center, P.O. Box 1211, Baltimore, MD 21203

Decentralized Segments-Civilian Personnel Division and various DIS Headquarters elements.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees of the DIS.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records consisting of identification and employment data, special qualifications, racial and ethnic identification and other information found in the Official Personnel Record.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, United States Code
Section 301 (Agency Regulations)
Section 1302 (regulations)
Section 2951 (reports to the commission)
Section 4118 (training)
Section 4308 (performance rating)
Section 4506 (incentive awards)
Section 5113, 5115, and 5338 (classification)
Section 6311 (leave)
Section 8334(f), 8342(b), 8343(a), and 8347 (retirement)
Section 8716 (life insurance)
Section 8913 (health insurance)
Civil Service Rules, sections 7.2, 5.1, 5.2 and 5.3
Executive Order 10561, September 13, 1954
Executive Order 9830, section 01.2(e) and (f), February 24, 1947 as amended
Executive Order 10800, section 2(d), January 15, 1959
Executive Order 10988, section 14, January 17, 1962
Executive Order 11222, section 405, May 8, 1965
Executive Order 11246, section 104, September 24, 1965 as amended
DOD Directive 5105.42, Charter for the Defense Investigative Service
Federal Personnel Manual (Chapter 713)
Federal Personnel Manual Letter 298-10

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL
Uses
OPM, DOD and internal reports on employment characteristics of civilian employees. For statistical computations submitted to OPM.
The identification of personnel with selected characteristics or special qualifications.
Users
Personnel Specialists, Clerks and EEO Program Officials.
DIS OPM Managers and Supervisors with a need to know.
EXTERNAL
NONE

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tape and paper output in folders or binders.

RETRIEVABILITY:

Filed by date of listing, organization of assignment, name or Social Security Number (SSN), or race/ethnic background.

SAFEGUARDS:

Magnetic tape storage is within a secured area accessible only to authorized personnel.

Paper products are secured in cabinets and only personnel with a need to know are granted access to these documents, personnel with access are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Magnetic tape records and paper products of this system are retained until individual's departure from DIS and then on historical file for 1 year

SYSTEM MANAGER(S) AND ADDRESS:

Civilian Personnel Officer, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

NOTIFICATION PROCEDURE:

Information may be obtained from: SYSMANAGER

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: sysmanager

Written requests for information should contain the full name of the individual, current address and telephone number, and the name of the individual that appears on the desired listing. Visits are limited to SYSMANAGER or Civilian Personnel Branch, Bldg. 320, Fort Holabird, Baltimore Maryland

For personal visits, a check of personal identification will be required

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Information and Legal Affairs Office, Defense Investigative Service,

Notifications of Personnel Action, SF-50 and 50a, Payroll Change 1900 Half St., S. W., Washington, D. C. 20324.

RECORD SOURCE CATEGORIES:

Notices, SF1126, Personnel Qualifications Statements, SF-171, certificates of training, and the individual concerned

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

V4-07

SYSTEM NAME:

V4-07 Adverse Actions, Grievance Files and Administrative Appeals

SYSTEM LOCATION:

Civilian Personnel Branch, Defense Investigative Service, P. O. Box 1211, Baltimore, MD 21203 and Civilian Personnel Division, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Affected civilian employees of the Defense Investigative Service

CATEGORIES OF RECORDS IN THE SYSTEM:

Notifications of Personnel Actions

Findings of inquiry into allegations of grievance or complaints

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

FPM Chapter 751

FPM Chapter 752 and 5 U.S.C. 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

USES

Consideration by examiner and appellate levels of the specifics of each case within and outside of DIS.

In preparing the instant case and subsequent cases for consideration.

USERS

Personnel Specialists and clerks.

DIS and U.S. Civil Service Commission appellate personnel.

Management staff of DIS with a clearly demonstrable need to know specifics of the case.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Filed alphabetically with the Official Personnel Folder

Filed by functional code in personnel office files

SAFEGUARDS:

Buildings employ security guards. Records are maintained in file cabinets, accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are both permanent and temporary. Permanent records are filed in the Official Personnel Folder. Temporary records are destroyed when the individual leaves DIS, or they are no longer needed. Individual records may be retained indefinitely in subjective reference files.

SYSTEM MANAGER(S) AND ADDRESS:

Civilian Personnel Officer, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324 and Chief, Civilian Personnel Branch, Defense Investigative Service, P. O. Box 1211, Baltimore, MD 21203.

NOTIFICATION PROCEDURE:

Information may be obtained from: SYSMANAGERS

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: SYSMANAGERS

Written requests for information should contain the full name of the individual, current address and telephone number, and the name of the individual that appears on the desired file. Visits are limited to SYSMANAGERS offices.

For personal visits, a check of personal identification will be required.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records, contesting contents, and appealing initial determinations by the individual concerned may be obtained from the Information and Legal Affairs Office, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

RECORD SOURCE CATEGORIES:

Supervisors, complainants, investigators, appropriate law enforcement agencies, servicing civilian personnel offices, appellate agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

V4-08

SYSTEM NAME:

V4-08 EEO Complaints

SYSTEM LOCATION:

Primary System Director of Personnel and Security, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324 and Civilian Personnel Branch, Defense Investigative Service, P.O. Box 1211, Baltimore, MD 21203

Decentralized Segments - at Districts, DIS Headquarters and Centers by EEO Counselors

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons involved in complaints and DIS civilian employees who have been officially counselled.

CATEGORIES OF RECORDS IN THE SYSTEM:

Temporary records pertaining to the individual's complaint of discrimination.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

FPM 713

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

USES

To determine effectiveness of EEO Program.

To determine validity of and trends in complaints.

As a basis for corrective action if a finding of discrimination is made.

USERS

EEO officials

Personnel Specialists and clerks

EEO Counselors at Headquarters, Centers and Districts

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Alphabetically by last name of complainant

SAFEGUARDS:

Records are maintained in locked file cabinets accessible only by authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are temporary and destroyed within two years following the resolution of the complainant. Primary system records may be retained in subjective reference files.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Personnel and Security, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

NOTIFICATION PROCEDURE:

Information may be obtained from: SYSMANAGERS

RECORD ACCESS PROCEDURES:

Requests from individuals for access to centralized records should be addressed to Defense Investigative Service, Director of Personnel and Security, 1900 Half St., S. W., Washington, D. C. 20324.

Written requests for information should contain the full name of the individual, current address and telephone number, and the name of the individual that appears on the desired file. Visits are limited to Information and Legal Affairs Office, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

For personal visits, a check of personal identification will be required.

Access to decentralized segments (counselling records) by individuals concerned may be obtained locally.

CONTESTING RECORD PROCEDURES:

DIS rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from In5ormation and Legal Affairs Office, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

RECORD SOURCE CATEGORIES:

Civilian employees of this agency

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

V4-09

SYSTEM NAME:

V4-09 Merit Promotion Plan Records

SYSTEM LOCATION:

Civilian Personnel Branch, Defense Investigative Service, P. O. Box 1211, Baltimore, MD 21203 and Civilian Personnel Officer, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilians who have applied for certain vacancies within the Defense Investigative Service

CATEGORIES OF RECORDS IN THE SYSTEM:

Temporary records pertaining to the individual's consideration for promotion

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

FPM Chapter 335

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

USES

To identify eligible candidates for specific promotion opportunities.

USERS

Personnel specialists and clerks of this agency.

Supervisors of this agency with interest in the particular promotion action

Accredited investigators with a clear need for the information.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Appraisals filed alphabetically by employees last name

Promotion panel computations filed by announcement number

SAFEGUARDS:

Buildings employ security guards. Records are maintained in locked cabinets, accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are destroyed two years after the effective date of the establishment of the promotion register

SYSTEM MANAGER(S) AND ADDRESS:

Chief Personnel Officer, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324 and Civilian Personnel Branch, P. O. Box 1211, Baltimore, MD 21203.

NOTIFICATION PROCEDURE:

Information may be obtained from: SYSMANAGERS

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: SYSMANAGERS

Written requests for information should contain the full name of the individual, current address and telephone number, and the name of the individual that appears on the desired file. Visits are limited to SYSMANAGES offices.

For personal visits, a check of personal identification will be required.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Information and Legal Affairs Office, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

RECORD SOURCE CATEGORIES:

Evaluation of ranking panel members, supervisory appraisals, appraisal of potential by supervisor.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

V4-10

SYSTEM NAME:

V4-10 Incentive Awards

SYSTEM LOCATION:

Civilian Personnel Office, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian and military personnel of the Defense Investigative Service or persons outside of DIS making suggestions relating to DIS functions.

CATEGORIES OF RECORDS IN THE SYSTEM:

Temporary records relating to proposed awards and suggestions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

FPM Chapter 451

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

USES

Records are used to provide basis for recommending action on proposed awards including but not limited to awards for length of service, quality step increases, sustained superior performance, special act and service, meritorious and exceptional service, outstanding performance, and similar awards.

USERS

Executive Secretary, Incentive Awards Committee, and committee members and coordinators of suggestions.

Personnel specialists and clerks

Accredited investigators of the U. S. Civil Service Commission

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Suggestions filed by number.

Award actions are filed alphabetically by last name of individual.

SAFEGUARDS:

Building employs security guards. Records are maintained in file cabinets, accessible only to authorized personnel that are properly trained, cleared and screened.

RETENTION AND DISPOSAL:

Records are temporary and are destroyed when no longer required for a maximum of two years.

SYSTEM MANAGER(S) AND ADDRESS:

Civilian Personnel Office, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

NOTIFICATION PROCEDURE:

Information may be obtained from: SYSMANAGERS

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: SYSMANAGERS

Written requests for information should contain the full name of the

individual, current address and telephone number, and the name of the individual that appears on the desired file. Visits are limited to SYSMANAGERS offices.

For personal visits a check of personal documents will be required.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Information and Legal Affairs Office, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

RECORD SOURCE CATEGORIES:

Reports of evaluating officials, committee determinations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

V5-01

SYSTEM NAME:

V5-01 Investigative Files System

SYSTEM LOCATION:

Defense Investigative Service, Investigative Files Division, P. O. Box 1211, Baltimore, MD 21203 has primary control over the system and is responsible for the maintenance of completed investigative records. DIS operational centers; Regional Offices; Field Offices; Resident Agencies and various DIS headquarters staff elements which originate and have temporary control over portions of records.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel who are on active duty; applicants for enlistment or appointment members of Reserve units; National Guardsmen; DoD civilian personnel who are paid from appropriated funds; industrial or contractor personnel who are working in private industry in firms which have contracts involving access to classified DoD information or installations; Red Cross personnel and personnel paid from nonappropriated funds who have DoD affiliation; ROTC cadets; former military personnel; individuals residing on, having authorized official access to, or conducting or operating any business or other functions at any DoD installation or facility.

CATEGORIES OF RECORDS IN THE SYSTEM:

Official Reports of Investigations (ROI's) prepared by DIS or other DoD, Federal, state or local official investigative activities.

DIS Information Summary Reports (ISR's) which records unsolicited information received by DIS concerning a person or incident which is of direct interest to other DoD components or Federal agencies.

Attachments to ROI's or ISR's including exhibits, subject or interviewee statements, police records, medical records, fingerprint cards, credit bureau reports, employment records, education records, release statements, summaries of or extracts from other similar records or reports.

Case control and management documents which are not reports of investigation, but that serve as the basis for investigation, or which serve to guide and facilitate investigative activity, including documents providing the data to open and conduct the case; documents, initiated by the subject; and documents used in case management and control.

DIS file administration and management documents accounting for the disclosure, control and access to a file.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 301 of 5 U.S.C. Departmental Regulations

Section 310 of 44 U.S.C. Records Management

Sections 2, 3, 4, 5, 6, 8 and 9, Executive Order 10450, Security Requirements for Government Employment.

Section 6(A), Executive Order 11652, Classification and Declassification of National Security Information and Material.

DoD Directive 5105.42, Charter for the Defense Investigative Service.

DoD Directive 5200.2b, Department of Defense Information Security Program.

Section IV A and B, DoD Directive 5200.27, Acquisition of Information Concerning Persons and Organizations not Affiliated with the Department of Defense.

Section V A 2., DoD Instruction 5210.25, Security Acceptability of American National Red Cross Employees at Department of Defense Installations and Activities.

Encl 3, paragraphs b 2 and 3, DoD Directive 5210.41, Security Criteria and Standards for Protecting Nuclear Weapons.

Section III, DoD Directive 5210.45, Personnel Security in the National Security Agency.

Section VII, DoD Directive 5210.55, Selection of Department of Defense Military and Civilian Personnel for Assignment to Presidential Support Activities.

Section IV, C, DoD Directive 5220.6, Industrial Personnel Security Clearance Program.

Section V B, DoD Instruction 5220.28, Application of Special Eligibility and Clearance Requirements in the SIOP-ESI Program for Contractor Employees.

Section 1 (a) and 2, Executive Order 10865, Safeguarding Classified Information Within Industry.

Section III, DoD Instruction 5030.34, Agreement between the Department of Defense concerning Protection of the President and Other Officials.

Paragraph 10, Director of Central Intelligence Directive No. 1/14, Uniform Personnel Security Standards and Practices Governing Access to Sensitive Compartmented Information C.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To insure that the acceptance or retention of persons to sensitive DoD positions, or granting individuals access to classified information, including those employed in defense industry, is clearly consistent with national security;

For maintenance and use by the requesting activity when collected during reciprocal investigations conducted for other DoD and federal investigative elements;

For dissemination to appropriate federal agencies or other DoD components when information regarding personnel security matters is reported by ISR; and

To furnish orally or by letter criminal information which is received by DIS personnel in the course of their duties which is of direct interest to local law enforcement agencies.

Users of DIS investigative information are:

DIS personnel in the course of their official duties.

Other accredited DOD investigative components, DOD agencies, elements of the Military Departments designated by the departments and representatives of the Secretary of Defense and the Joint Chiefs of Staff.

Accredited Federal criminal and civil law enforcement and intelligence agencies.

State and local official criminal law enforcement agencies.

Other accredited federal agencies conducting investigations to evaluate suitability for employment or access to classified information.

Congressional committees and the Government Accounting Office.

Specific uses of DIS investigative records are:

To determine the loyalty, suitability, eligibility, and general trustworthiness of individuals for access to Defense information and facilities.

To determine the eligibility and suitability of individuals for entry into and retention in the Armed Forces.

To provide information pertinent to the protection of persons under the provisions of 18 U.S.C. 3056.

For use in criminal law enforcement investigations including statutory violations, counterintelligence, as well as counterespionage and other security matters.

In the event that records maintained in this system indicate a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

To provide information in judicial or adjudicative proceedings including litigation, or in accordance with a court order.

To make statistical evaluations of DIS investigative activities.

To respond to Freedom of Information and Privacy Act access requests.

To provide information in response to Inspector General, and EEO or other complaint investigations and Congressional inquiries.

To determine the eligibility and suitability of an individual for personnel actions in the Armed Forces of the United States, as deemed appropriate.

A record such as identification data, from this system of records may be disclosed as a routine use to a federal, state local or foreign agency maintaining relevant information or to business enterprises to obtain employment records if necessary to obtain information relevant to an assigned investigation.

A record from this system of records may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

To transfer information from this record system to other DoD components.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, microfilm, magnetic tape or supplementary index cards.

RETRIEVABILITY:

Investigations are centrally retrievable through the DIS Case Control System (DCCS) or the Defense Central Index of Investigations (DCII) systems described separately.

SAFEGUARDS:

Completed investigative records are maintained and stored in power files, open shelves and filing cabinets which are housed in secured areas accessible only to authorized personnel who are properly screened and have a need to know. Information contained on magnetic tape is secured in the same manner as the DCII, described separately. Recipients of investigative information are responsible for safeguarding information within the guidelines provided by DIS.

RETENTION AND DISPOSAL:

Retention of closed DIS investigative files is authorized for 15 years maximum, except as follows: (1) Files which have resulted in adverse action against an individual will be retained 25 years, (2) Files developed on persons who are being considered for affiliation with the Department of Defense will be destroyed within one year if the affiliation is not completed. In cases involving a pre-appointment investigation, if the appointment is not made due to information developed by investigation, the file will be retained 25 years. If the appointment is not made for some other reasons not related to the investigation, the file will be destroyed within one year; (3) Information within the purview of the Department of Defense Directive 5200.27, 'Acquisition of Information Concerning Persons and Organizations Not Affiliated with the Department of Defense', is destroyed within 90 days after acquisition by DIS unless its retention is required by law or unless its retention has been specifically authorized by the Secretary of Defense or his designee.

Reciprocal investigations are retained for only 60 days.

Partial duplicate records of personnel security investigations are retained for 60 days by DIS field elements.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Personnel Investigations Center, P.O. Box 1211, Baltimore, MD 20203.

NOTIFICATION PROCEDURE:

Requests should be addressed to the Office of Information and Legal Affairs, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324. The full name, date and place of birth, and social security account number are necessary for retrieval of information. A notarized statement verifying the identity of requesters is required. The Office of Information and Legal Affairs, address above, may be visited by personnel making inquiries regarding this system. A check of personal identification will be required of all visitors making such inquiries.

RECORD ACCESS PROCEDURES:

Access may be obtained through the Office of Information and Legal Affairs the address listed above.

CONTESTING RECORD PROCEDURES:

DIS rules for contesting and appealing initial determinations may be obtained from the Office of Information and Legal Affairs at the address listed above

RECORD SOURCE CATEGORIES:

Subjects of investigations.

Records of other DoD activities and components.

Federal, state, county and municipal records.

Employment Records of private business and industrial firms.

Educational and disciplinary records of schools, colleges, universities, technical and trade schools.

Hospital, clinic and other medical records.

Records of commercial enterprises such as real estate agencies, credit bureaus, loan companies, credit unions, banks and other financial institutions which maintain credit information on individuals.

The interview of individuals who are thought to have knowledge of the subject's background and activities.

The interview of witnesses, victims and confidential sources.

The interview of any individuals deemed necessary to complete the DIS investigation.

Miscellaneous directories, rosters and correspondence.

Any other type of record deemed necessary to complete the DIS investigation.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

The portions of this system of records which fall within the scope of 5 U.S.C. 552 a (k) (2), (k) (3), and (k) (5) may be exempt from the provisions of subsections 5 U.S.C. 552a(c)(3), (d), (e)(4)(G), (e)(4)(H), (e)(4)(I), and (f). See 32 CFR 298a.14 for the DIS exemption rules.

V5-02

SYSTEM NAME:

V5-02 Defense Central Index of Investigations (DCII)

SYSTEM LOCATION:

Central Facility:

Information Services Division, Personnel Investigations Center, PO Box 1211, Baltimore, Maryland 21203.

Remote Terminal Locations:

Crime Records Directorate, US Army Criminal Investigations Command, 2301 Chesapeake Avenue, Baltimore, Maryland 21222 Air Force of Special Investigations, Bolling AFB, Washington, D. C. 20332.

Naval Investigative Service Headquarters, Hoffman Building ε1, 2461 Eisenhower Avenue, ATTN: Code 30, Alexandria, Virginia 22331

Defense Industrial Security Clearance Office, P. O. Box 2499, Columbus, Ohio 43216 (DISCO)

US Army Investigative Records Repository, Building 4452, Fort Meade Maryland 20755 . DIS Personnel Investigations Center, P. O. Box 1211, Baltimore, MD 21203.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person described as a subject, a victim, or a cross-reference in an investigation completed by or for a DOD investigative organization when that investigation is retained by the organization and the name is submitted for central indexing.

CATEGORIES OF RECORDS IN THE SYSTEM:

DCII MASTER INDEX

Composed of locator references to investigations conducted by or for DOD investigative organizations and retained by them. Index records contain the name and other personal identifying information on individuals who were indexed.

FILE TRACING

Reference to an investigation maintained by one of the investigative records repositories. It identifies the individual by name and personal identifiers, the custodian of the file, the year indexed and the number used by the repository to locate the file.

OPEN CASE TRACING

A record input by either Army investigative activities or DIS reflecting the existence of an investigation in progress. It identifies the subject individual by name and personal identifiers, the location of the open investigation, the year indexed and the number used to locate the investigative file.

NAC PENDING TRACING

Record of a National Agency Check (NAC) investigation in progress. It identifies the subject individual by name, personal identifiers, the case number, the category of the requester of the NAC, and the type of NAC being run.

NAC HISTORY TRACING

A record of completed favorable, or incomplete, national agency checks. It identifies the individual by name and personal identifiers, the date the NAC was completed and the agencies that were checked.

DCII NAME ONLY INDEX (NOI)

Composed of names of persons who are referenced but not fully identified in investigative files. A Name Only Index record identifies the individual by name and lists the custodian agency of the file, year indexed and the number used by the repository to locate the file. Positive identification is impossible from the index and may well be impossible from the case file itself. DIS has placed no records in this index.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301 Departmental Regulations

44U.S.C. 3101 Records Management

Memorandum, Secretary of Defense, May 27, 1965

Memorandum, Secretary of Defense, December 3, 1965, subject: Establishment of a Central Index of DOD Investigations.

DOD Directive No. 5105.42, April 18, 1972, subject: Charter for Defense Investigative Service (DIS).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

File tracing information is collected and maintained in the DCII so that authorized users may determine the existence and location of DOD investigative records.

NAC history information is maintained for authorized users in granting clearances, access to defense installations, entry into military service or employment in sensitive civilian positions.

Categories of users:

Components listed under the LOCATION caption are the principal users and (with the exception of DISCO) the file custodians. Listed terminal holders (with the exception of DISCO) may release general DCII information to users of their investigative records or listed in their investigative records systems descriptions in this register.

It should be noted that information contained in the system is regarded as the property of the submitting activities. DIS can neither monitor, nor assume responsibility for the propriety or accuracy of the data in the system, other than that portion belonging to DIS.

Transfer of information from this records system to other DOD components is a routine intra-agency use under the provisions of 5 U.S.C. 552a3(b)(1). The use of the DCII by terminal holders to advise requesters of the possible location of information, where there is no disclosure of personal information from the DCII, does not require an accounting.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Master Index data is maintained in direct access storage devices, disk and data cell. It is also contained on magnetic tape for continuity of operations purposes to permit processing at alternate locations in the event of computer failure.

Name Only Index data is maintained on magnetic tape and microfiche. Each contributor is provided his portion on a quarterly basis.

RETRIEVABILITY:

Master Index records are accessed through name and at least one personal identifier (PID). Personal identifiers are: date of birth, place of birth, social security number and the last four (4) digits of military service number. Inquiries may enter the system in card form or by being keyed in at remote terminals. A non-standard retrieval capability also exists which permits retrieval without PID, or on parts of a name, and produces references to all individuals by that name. It should be noted that in many cases, the subject's SSAN is necessary to make a positive identification.

Name Only Index records are accessed through the name or some portion thereof. Records are retrieved based on an exact match with the name submitted. Inquiries may enter the system only in card form.

SAFEGUARDS:

Generalized validation is provided in batch retrieval through program edits to prevent unauthorized access.

User terminals with access to the Master Index are located in controlled access areas. Access to the system is limited to specified time of the day. Terminals are connected via dedicated data circuits which prevent access from standard dial-up telephones.

Activities must be a part of DOD and accredited on the basis of authorized requirements before a new terminal is established or before batch requests will be honored and processed. Terminal holders, and organizations authorized access by other means, are responsible for insuring that individuals and organizations to whom they disclose index information have appropriate authority and need to know.

The computer room is located within a building controlled by security personnel at all times. Identification badges are required for entrance. Access to the computer room is controlled by a combination lock on the entrance. Critical backup files are stored in locked fireproof data safes.

RETENTION AND DISPOSAL:

Retained for as long as files are retained. When the record repository disposes of the file, they are responsible to delete all index tracings pertaining thereto, in accordance with established procedures. Processing of a deletion transaction flags the computer record which precludes it being given out thereafter. Such flagged records are eliminated from the system during periodic file restructuring procedures.

Open Case Tracings. Retained for as long as the investigation is open. When the investigation is completed, the contributor replaces the open case tracing with a file tracing as described above.

NAC History Tracings. Retained for a period of four (4) years from the date of completion and then automatically deleted unless specific action is sooner taken to delete the record. Should a subsequent favorable NAC be completed, the entering of a new history record will delete the first history record.

NAC Pending Tracings. Retained until completion of the NAC at which time they are replaced by a NAC History or file tracing, unless sooner deleted by the originator.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

NOTIFICATION PROCEDURE:

Information may be obtained from: Information and Legal Affairs Office, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

Information Required: Full name and all maiden and alias names under which files may be maintained and personal identifiers listed under RETRIEVABILITY. Note, Social Security Account Numbers may be necessary for positive identification of certain records.

Office Which May be Visited: Information an5 Legal Affairs Office, 1900 Half St., S. W., Washington, D. C. 20324.

Proof of Identity: Check of personal documents.

RECORD ACCESS PROCEDURES:

Access may be obtained through the Information Office at the address previously listed.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records, contesting contents and appealing initial determinations by the subject individual may be obtained from the Assistant for Information, at the above address.

RECORD SOURCE CATEGORIES:

DOD investigative organizations listed under the LOCATION caption, excluding DISCO, and additionally:

Defense Supply Agency, ATTN: DSAH-T Cameron Station, Alexandria, Virginia 22314.

Director of Security, National Security Agency, ATTN: M-552 Fort Meade, Maryland 20755

Assistant Chief of Staff of Intelligence, Department of the Army, ATTN: Counterintelligence Division, Washington, D. C. 20315 (ACSI)

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

In accordance with Subsection 3(j)(2) of the Act, certain references from criminal law enforcement components contained in this system of index records may be exempted from the provisions of subsections (c)(3), (c)(4), (d) and (e)(8). this exemption will allow the contributing components to conduct effective investigations into alleged unlawful activity or crime conductive situations and use the DCII without jeopardizing such investigations. Knowledge of investigations by criminal law enforcement components would enable suspects and subjects to take actions to prevent detection of criminal activities, conceal evidence or to escape prosecution. It could also lead to intimidation of or harm to informants, witnesses, sources and their families. information from this system will be withheld only to the extent that its release would interfere with such investigations.

V5-03

SYSTEM NAME:

V5-03 National Agency Check (NAC) Case Control System (NCCS)

SYSTEM LOCATION:

Information Services Division (D0830) Personnel Investigations Center, P.O. Box 1211, Baltimore, Maryland 21203

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person the subject of an active or recently completed National Agency Check conducted by DIS.

CATEGORIES OF RECORDS IN THE SYSTEM:

NCCS MASTER FILE

Composed of records of NAC's which are being conducted for DOD activities. Records contain the name and other personal identifying information, the type of NAC, requester category, and case number.

NCCS HISTORY FILE

Consists of records of completed NAC's. Records contain the name and other personal identifying information, the type of NAC, requester category, case number and date closed.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulation

44 U.S.C. 3101, Records Management

DOD Dir 5210.8, 15 February 1962, Policy on Investigation and Clearance of DOD Personnel for Access to Classified Defense Information.

DOD Directive 5105.42, 18 April 1972, Charter for the Defense Investigative Service (DIS).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

PURPOSES FOR WHICH COLLECTED

The NCCS Master File records are retained to aid in case management and for the production of statistical reports.

The NCCS History File is used to obtain case management data and statistical reports.

CATEGORIES OF USERS

DIS Case Control Centers and the Defense Industrial Security Clearance Office

SPECIFIC USES

To determine the existence, location and status of the case file.

Control of workload and prepare statistical reports.

AUTOMATED INTERFACES

The Defense Central Index of Investigations (DCII) System as described separately in this notice.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The NCCS Master File is maintained on magnetic tape.

RETRIEVABILITY:

Records may be accessed through name or case control number. Queries may enter the system in either card or tape form or indirectly through the DCII.

SAFEGUARDS:

As described in the DCII system description, this notice.

RETENTION AND DISPOSAL:

Monthly history tapes are retained for two years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

NOTIFICATION PROCEDURE:

Information may be obtained from: Information and Legal Affairs Office, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

INFORMATION REQUIRED

Full name and all maiden or alias names under which files may be maintained.

Personal Identifiers which include date and place of birth, social security number, and last four digits of military service number.

OFFICES WHICH MAY BE VISITED

Information and Legal Affairs Office, 1900 Half St., S. W., Washington, D. C. 20324.

PROOF OF IDENTITY

Routine check of personal documents.

RECORD ACCESS PROCEDURES:

Information Office at above address.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Assistant for Information at the address listed above.

RECORD SOURCE CATEGORIES:

DIS Case Control Centers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

V5-04

SYSTEM NAME:

V5-04 Defense Case Control System (DCCS)

SYSTEM LOCATION:

Information Services Division, (D0830), Personnel Investigation Center, P.O. Box 1211, Baltimore, Maryland 21203

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person or activity the subject of an ongoing or recently completed Defense Investigative Service (DIS) investigation.

CATEGORIES OF RECORDS IN THE SYSTEM:

The DCCS Master file is composed of records of investigations which are being or have been conducted for DOD activities, personal identifying information on individuals who have been investigated. Records contain the name and other personal identifying information on individuals who are investigated.

The DCCS History File consists of records of investigations that have been closed. Records contain the name and other

The DCCS Investigative Assignment File (IAF) consists of records of leads assigned to DIS field elements for those investigations in progress as reflected in the DCCS Master file. Records contain the name, social security number, case control number, the investigative leads assigned and their status.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations

44 U.S.C. 3101, Records Management

DOD Directive No. 5105.42, April 18, 1972, Charter for the Defense Investigative Service (DIS).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

PURPOSES

The DCCS Master File contains open cases and cases closed during the prior 15 days to aid in case management and for the production of statistical reports.

The DCCS History File contains a record of all closed cases to obtain case management data and statistical reports.

The DCCS assignment files are used by DIS field elements to control local aspects of the investigation.

CATEGORIES OF USERS

DIS case control centers and field elements.

The Defense Industrial Security Clearance Office

SPECIFIC USES

To determine the existence, location and status of the cases.

To control workload and prepare statistical reports.

To inform federal agencies or requesters of investigations regarding the status of on-going cases.

AUTOMATED INTERFACES

The DCII System as described separately in this notice.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The DCCS Master File in Direct Access Storage Devices (DASD). A copy of the Master File is also contained on magnetic tape for continuity of operations to permit processing at alternate locations in the event of computer failure.

The DCCS History File is contained in magnetic tape.

DCCS Investigative Assignment Files are retained in paper form.

RETRIEVABILITY:

Master and History File Records are accessed primarily through the case control number. Records can also be accessed through Military Service Number or Social Security Number. Queries may enter the system in card form and from magnetic tape or indirectly through the DCII.

Lead assignment (IAF) data is retrievable by name of individual or case control number.

SAFEGUARDS:

For the Master and History Files as described in the DCII system description, this notice.

IAF documents.

RETENTION AND DISPOSAL:

Monthly history tapes are retained for two years. IAF records are retained one year after completion of field leads.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

NOTIFICATION PROCEDURE:

Information may be obtained from: Information and Legal Affairs Office, Defense Investigative Service, Washington, D. C. 20324.

INFORMATION REQUIRED:

Full name and all maiden or alias names under which files may be maintained.

Personal Identifiers which include date and place of birgh, social security

number, and last four digits of military service number.

OFFICES WHICH MAY BE VISITED Information and Legal Affairs Office, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

PROOF OF IDENTITY:

Routine check of personal documents.

RECORD ACCESS PROCEDURES:

Information Office, at above address.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Assistant for Information.

RECORD SOURCE CATEGORIES:

DIS Case Control Centers

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

In accordance with Subsection 3(j)(2) of the Act, certain references contained in this system of case control records may be exempted from the provisions of subsections (c)(3), (c)(4), (d) and (e)(8). This exemption will allow the DIS Special Cases Division, a criminal law enforcement component, to conduct effective investigations into alleged unlawful activity or crime conductive situations and use the DCCS without jeapordizing such investigations. Knowledge of the investigations of the Special Cases Divisions could enable subjects to take actions to prevent detection of criminal activitites, conceal evidence, or to escape prosecution. It could also lead to intimidation of or harm to sources, informants, witnesses and their families. Information from this system will be withheld only to the extent that its release would interfere with such investigations.

V5-05

SYSTEM NAME:

V5-05 Subject and Reference Locator Records.

SYSTEM LOCATION:

A decentralized system maintained by Defense Investigative Service field units.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel and civilian employees of the Department of Defense.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personnel, locator, assignment rosters and housing records furnished by Army, Navy, Air Force and Marine Corps posts, bases and stations in the U.S. and Puerto Rico and retained for periods longer than they are retained by originating activities. Examples of such records are Army Locator/Organizational Rosters (A0102.03a DAAG) and Army Housing Files(A1511.01aDAPE).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 133, E.O. 10450, E.O. 10865, DoD Directive 5105.42.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records are maintained by DIS investigative elements for use in locating supervisors, coworkers and character references of subjects of DIS investigations and to identify or verify the locations and assignments of subjects when this information cannot be obtained through other local sources. Information from this system may be provided to law enforcement agencies for the same purposes.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper listings in files or binders, computer products, microfiche, index cards.

RETRIEVABILITY:

By name and other identifying data.

SAFEGUARDS:

Maintained in locked cabinets or locked rooms and only DIS personnel have access.

RETENTION AND DISPOSAL:

Records are retained for a maximum of five years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

NOTIFICATION PROCEDURE:

Requests should be addressed to Information and Legal Affairs Office, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324. The full name, date and place of birth, social security account number, military service numbers are required and the name and location of the post, base, or station and periods of assignment or employment so that a thorough search can be conducted. A notarized statement verifying the identity of requesters is required. Information and Legal Affairs Office, Defense Investigative Service, Washington, D. C. 20324 may be visited by personnel making inquiries regarding this system. A check of personal identification will be required of all visitors making such inquiries.

RECORD ACCESS PROCEDURES:

Access may be obtained through the Information Office at the address listed above.

CONTESTING RECORD PROCEDURES:

DIS rules for access to records and for contesting and appealing initial determinations are contained in 32 CFR Part 298a and DIS Regulation 28-4.

RECORD SOURCE CATEGORIES:

Military personnel offices, training schools and housing offices for installations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

V6-01

SYSTEM NAME:

V6-01 Personnel Security Files

SYSTEM LOCATION:

Primary System-- Defense Investigative Service, Security Division, 1900 Half St., S. W., Washington, D. C. 20324.

Decentralized System - Partial records are maintained at working locations as a part of the Optional Personnel Management Record System described separately in this notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Every DIS employee, civilian and military, without exception.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's Certificate of Security Clearance, Security Briefing Statement, Certificates of Clearance from other Services, Defense Central Investigations Index (DCII) check results, summaries of adverse information, debriefing statements, and similar related documents varying in certain cases. Sufficient individual identifying data to confirm identities is also contained in this system.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Requesting agency, to the extent that the information is relevant and 5 U.S.C. 301 (Departmental Regulations) and DoD Directive 5210.7, Department of Defense Civilian Applicant and Employee Security Program and DoD Directive 5210.8, Policy on Investigations and Clearances of DoD Personnel for Access to Classified Defense Information.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Uses

Files are to provide a basis for granting security clearances.

Files are also used to provide information of security clearances for individuals attending official activities of other offices on classified matters.

They also are used to provide security clearances information to other governmental offices where change of employment is being considered.

In the event that records maintained in this system indicate a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

A record from this system of records may be disclosed as a 'routine use' to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as employment records, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, or other benefit.

Users

Director of Personnel and his office.

DIS Security officer and his office.

All Supervisors, Commanders, and Office Chiefs, but only for confirming clearance level information.

Security officials of other DoD elements or governmental agencies when required for clearance verification or pre-employment consideration. consideration.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Individual files are established when an application for employment or assignment to the DIS is first received. As an investigation is completed and adjudicated, a clearance certificate is filed. If the file is unfavorable and the individual is not accepted, the file is placed in the 'dead' file section and retained for one year.

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

For the primary system building employs security guards (Federal Protective Service). Records are maintained in locked containers in areas accessible only to authorized personnel who have a need to know.

RETENTION AND DISPOSAL:

Records are maintained for the period of time an individual is assigned to the DIS and for one year afterwards. Disposal is as classified waste.

SYSTEM MANAGER(S) AND ADDRESS:

Security Division, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

NOTIFICATION PROCEDURE:

Information regarding the primary system may be obtained from: Security Officer, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

RECORD ACCESS PROCEDURES:

Access to the decentralized records may be obtained at any time. Requests for access to the primary system from individuals should be addressed to: Information and Legal Affairs Office, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

Written requests for information should contain the full name of the individual, current address and telephone number. Visits are limited to Information and Legal Affairs Office, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

For personal visits, a check of peronal documents will be conducted.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Assistant for Information Office at the above address.

RECORD SOURCE CATEGORIES:

Application and related forms from the individual, summaries of information from background investigations of the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

V6-02

SYSTEM NAME:

V6-02 Special Compartmented Intelligence (SCI) Access file.

SYSTEM LOCATION:

Security Division, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DIS personnel who have been granted Special Access to SCI information.

CATEGORIES OF RECORDS IN THE SYSTEM:

A roster is maintained of personnel holding access clearances and a certificate of clearance for each such individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

DIAM 50-1 (C).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

USES

The SCI Access File is used to determine who in DIS has an SCI clearance.

Data is used also to monitor the program within DIS.

USERS

DIS Security Officer, and his office.

Chief, DIS Special Investigations Center, to determine SCI clearance for assignment of investigative duties entailing access.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

All data is maintained in one file folder. The roster is provided by DIA. Copies of clearance certificates are maintained for each individual having the special access. When a person is taken off this access and has been debriefed, this is noted in the file.

STORAGE:

Paper records in file folder.

RETRIEVABILITY:

Roster is in alphabetical order; clearances are filed in chronological order.

SAFEGUARDS:

Files are maintained in an authorized security container within a locked room. The Federal Protective Service controls entrance to the building.

RETENTION AND DISPOSAL:

Records are maintained for the period that the individual is granted the special access and then for one year thereafter.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Security Division (D0146), Defence Investigation Service, 1000

Independence Ave. S.W., Washington, DC 20314

NOTIFICATION PROCEDURE:

Information may be obtained from: SYSMANAGER: Security Division, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Information and Legal Affairs Office, 1900 Half St., S. W., Washington, D. C. 20324.

Written requests for information should contain the full name of the individual, current address and telephone number. Visits are limited to Information and Legal Affairs Office, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the Assistant for Information, at the above listed address

RECORD SOURCE CATEGORIES:

Personnel Security File on the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

V7-01

SYSTEM NAME:

Enrollment, Registration and Course Completion Record.

SYSTEM LOCATION:

Defense Industrial Security Institute (DISI) Richmond, Virginia 23297

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who are scheduled or who have attended courses of instruction offered by the institute.

CATEGORIES OF RECORDS IN THE SYSTEM:

Information may include individual's name and other personal identifying and administrative data pertaining to attendance at the Institute to include employer, course completion, and other similar data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U. S. C. 301.

DoD Directive 5015.2, 17 September, 1980.

DoD Directive 5105.42 (Charter for Defense Investigative Service).

Executive Order 10865, 20 February 1960.

Executive Order 10909, 7 December 1966.

Defense Investigative Service Regulation 28-1, 1 August 1977.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records are used to prepare class rosters and provide basic administrative information on attendees. Institute personnel are the primary users.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained on index cards and computer diskettes.

RETRIEVABILITY:

Records are filed alphabetically by last name.

SAFEGUARDS:

Records are maintained in file cabinets in a locked room, in areas accessible only to authorized personnel who have a need to know.

RETENTION AND DISPOSAL:

Records are retained for ten (10) years.

SYSTEM MANAGER(S) AND ADDRESS:

Director for Industrial Security, Defense Investigative Service, 1900 Half St., S.W., Washington, DC 20324.

NOTIFICATION PROCEDURE:

Information may be obtained from : SYSMANAGER.

RECORD ACCESS PROCEDURES:

Access to records may be obtained through the Office of Information and Legal Affairs, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324, either by mail or personal visit.

For written requests, full name and social security account number are required, and the request must be accompanied by a notarized statement verifying the identity of the requester.

Personal visits should be made to the Information office at the above address. A check of personal identification will be required of all visitors making such inquiries.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting records may be obtained from the Chief, Office of Information and Legal Affairs, at the above address.

RECORD SOURCE CATEGORIES:

The employee, the employer and the Defense Industrial Security Institute.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

V7-02

SYSTEM NAME:

Guest/Instructor Identification Records.

SYSTEM LOCATION:

Defense Industrial Security Institute (DISI) Richmond, Virginia 23297

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Guest speakers and regularly assigned instructors.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, position, biographical data and other background information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

DoD Directive 5105.42 (Charter for Defense Investigative Service).

Executive Order 10865, 20 February 1960.

Executive Order 10909, 7 December 1960.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Introduction of speakers and instructors. Institute personnel are the primary users.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records are located in file folders or index cards.

RETRIEVABILITY:

Records are filed alphabetically by last name.

SAFEGUARDS:

Records are maintained in file cabinets within a locked room, in areas accessible only to authorized personnel who have a need to know.

RETENTION AND DISPOSAL:

Records are reviewed annually with obsolete records destroyed by burning or other means which preclude reconstruction.

SYSTEM MANAGER(S) AND ADDRESS:

Director for Industrial Security, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

NOTIFICATION PROCEDURE:

Information may be obtained from: SYSMANAGER

RECORD ACCESS PROCEDURES:

Access to records may be obtained through the Office of Information and Legal Affairs, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324, either by mail or personal visit.

For written requests, full name and social security account number are neccessary for retrieval of information, and the request must be accompanied by a notarized statement verifying the identity of the requester.

Personal visits should be made to the Information office at the above address. A check of personal identification will be required of all visitors making such inquiries.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the Chief, Office of Information and Legal Affairs, at the above address.

RECORD SOURCE CATEGORIES:

The information is provided by the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

V8-01

SYSTEM NAME:

Industrial Personnel Security Clearance File.

SYSTEM LOCATION:

Defense Industrial Security Clearance Office, P. O. Box 2499, Columbus, Ohio 43216.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees and major stockholders of Goevernment contractors of other DoD-affiliated personnel who have been issued, now possess, are in , or have been in process for personnel security clearances, eligibility determinations, security assurances or NATO clearance documents.

CATEGORIES OF RECORDS IN THE SYSTEM:

The automated portion may include: individual's name and other personal identifying information; date and level of security clearance granted; date and type of investigation and investigatory agency; file or case number and location; sequential record of actions; and other information necessary to facilitate the security clearance process.

The manual portion may include: the clearance application, copy of the investigation, record of clearance, foreign clearance and travel information; clearance processing information, adverse information, and other internal and external correspondence and administration memoranda relative to the clearance.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

DoD Directive 5015.2, 17 September 1980.

DoD Directive 5105.42 (Charter for Defense Investigative Service).

DoD Directive 5210.8, 15 February 1962.

Executive Order 10865, 20 February 1960.

Executive Order 10909, 7 December 1966.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purpose for which collected:

Records serve as a central repository on the eligibility determination of industrial personnel for access to classified information. The file serves as an administrative record, current record and repository for clearance related reports and information.

Categories of users:

DoD and government contractor employees involved in the personnel clearance process, and authorized Federal government agencies with a need to know.

Specific uses:

Record of authorizations for contractors to grant access to classified information providing the proper clearance level and need to know exists.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records are maintained in computer disc packs, magnetic tapes, and associated data processing files. Manual records are on microfiche, index cards, and hard copy paper records maintained in file folders.

RETRIEVABILITY:

Records are accessed by Social Security Number, manual records may also be accessed by name.

SAFEGUARDS:

Specific codes are required to access the automated records. Manual records are housed in a secured area accessible only to properly screened individuals who have the need to know.

RETENTION AND DISPOSAL:

Retention is based on the circumstances of the particular record Automated records are retained 25 months following clearance termination. Retention of manual records is authorized for one year from the date of last clearance action for cases which are not referred for abjudication, or for five years from date of last clearance action for cases which are referred for abjudication.

Destructuon is accomplished by degaussing, burning, or other means which preclude reconstructuon.

SYSTEM MANAGER(S) AND ADDRESS:

Director for Industrial Security, Defense Investigative Service, 1900 Half St., S. W., Washington, D. C. 20324.

NOTIFICATION PROCEDURE:

Information may be obtained from: SYSMANAGER

RECORD ACCESS PROCEDURES:

Access to records may be obtained through the Office of Information and Legal Affairs, Defense Investigative Service, 1900 Half St., S. W., Washington, DC 20324, either in person or by mail. For written requests, full name, date and place of birth, and social security account number are necessary for retrieval of information. More information may be required. A notarized statement verifying the identity of requester is required.

Personal visits should be made to the information office at the above address. A check of personal identification will be required of all visitors making such inquiries.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the Chief, Office of Information and Legal Affairs, at the above address.

RECORD SOURCE CATEGORIES:

Categories of sources of records.

Subjects of investigations.

Records of other DoD activities and components.

Federal, state, county, and municipal records.

Employment Records of private business and industrial firms.

Educational and disciplinary records of schools, colleges, universities, technical, and trade schools.

Hospital, clinic and other medical records.

Records of commercial enterprises such as real estate agencies, credit bureaus, loan companies, credit unions, banks and other financial institutions

which maintain credit information on individuals, transportation companies, (airlines, railroad, etc.)

The interview of individuals who are thought to have knowledge of the subject's background and activities.

The interview of witnesses, victims and confidential sources.

The interview of any individuals deemed necessary to complete the DIS investigation.

Miscellaneous directories, rosters and correspondence.

Any other type of record deemed necessary to complete the DIS investigation.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Under the provisions of 5 U. S. C. 552a(k)(5), of the Privacy Act of 1974, information contained in the records which would reveal the identity of the source who furnished information to the Government under an implied or expressed premise of confidentiality, is exempt from disclosure. This exemption will allow the collection of information from sources who would otherwise be unwilling to provide necessary information.

UNIFORMED SERVICES UNIVERSITY OF HEALTH SCIENCES

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required, to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below, only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE - LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and criminal investigations of the Component requesting the record.

ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom, maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

WUSU01

SYSTEM NAME:

Uniformed Services University of the Health Sciences (USUHS) Personnel files.

SYSTEM LOCATION:

A central personnel record file will be maintained at USUHS Civilian Personnel/ Manpower Directorate, 4301 Jones Bridge Road, Bethesda, MD 20014. Copies of 171's and curriculum vitae's of applicants and employees will be maintained in the Civilian Personnel/ Manpower Directorate by the Dean of the School of Medicine, and by the Department Chairperson, having a need for the information. Limited hardcopy information files are maintained at the USUHS military personnel office. A supplemental file consisting of summary data on each civilian employee will be stored in the computer at Bolling Air Force Base (AFB), Washington, D.C. 20332; for military personnel assigned to USUHS: at Walter Reed Army Medical Center (WRAMC) military personnel office, Parklawn Bldg., Rockville, MD 20850. Home phone numbers of key personnel will be provided to other key personnel, and those of students to other students on a need-to-know basis, and only with the express permission of the individual concerned, for an emergency call system. Biographical information on students to be maintained in the Commandant's office.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records will be maintained on all personnel assigned to USUHS full-time and part-time.

CATEGORIES OF RECORDS IN THE SYSTEM:

The type of information which will be maintained on employees is as follows: Identity and demographic information (e.g., Social Security Number (SSN), name, sex, address, birth date, minority status, etc.); Academic and experience background data consisting of: (1) Schools attended; (2) Degrees earned; (3) Work experience, awards, etc.; (4) Letters of reference, performance evaluation, etc.; (5) Time and attendance cards; and (6) Biographical data file.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Section 136.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

The System will be used for documenting the work experience of applicants and USUHS personnel and for notification of key personnel in case of emergency during nonworking hours. Biographical data file will be used for providing background information on USUHS students to lecturers.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Material stored in file folders at USUHS, supported by automated copies of pertinent data of each employee's folder which are maintained on magnetic tape and disk at USUHS Civilian Personnel/Manpower Directorate, Bethesda, MD 20014.

RETRIEVABILITY:

The system will be indexed by name and Social Security Number (SSN). Also, any combination of data in the file can be used to select individual data. Only Civilian Personnel/Manpower Directorate personnel will be provided with the password that allows access to the data, and those individuals are authorized access to all data in the file. Records will be available to: the individual concerned; employees of USUHS on a need-to-know basis; other agencies of the Government to satisfy requests for routine reports.

SAFEGUARDS:

The files will be maintained in securable file cabinets located in a limited access area at the University. The computer hardware, disks, tapes and other material are secured in locked cabinets in a controlled and guarded area. Access is via controlled dial-in and is password controlled.

Passwords are changed semiannually, or upon the departure of any person knowing the password.

The automated system is operated by USUHS Civilian Personnel/Manpower Directorate personnel and only those personnel will be given the password and user identification information needed to access the computer system. Those persons are authorized access to all fields in the data base. While the file is primarily indexed on Social Security Numbers (SSN), and name, any combination of fields and data within fields can be used to select individual records.

RETENTION AND DISPOSAL:

Indefinite files that are retained while the individual is employed and then retired.

SYSTEM MANAGER(S) AND ADDRESS:

The personnel officer of the University will be the custodian of this file (business address: 4301 Jones Bridge Road, Bethesda, MD 20014, telephone: 202-295-3080).

NOTIFICATION PROCEDURE:

Inquiries regarding the personnel files should be directed to the System Manager.

RECORD ACCESS PROCEDURES:

Information on the procedures for gaining access to and contesting records will be furnished each employee by the Personnel Office upon entry on duty with USUHS.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information contained in the file is furnished by the employee, supervisors and references supplied by the employee.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

WUSU02

SYSTEM NAME:

Uniformed Services University of the Health Sciences (USUHS) Payroll System.

SYSTEM LOCATION:

Central files are maintained at Bolling Air Force Base Accounting and Finance Office, Civilian Pay Branch. Satellite file maintained at USUHS Administrative Offices at 4301 Jones Bridge Road, Bethesda, Maryland 20014.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian personnel paid by the USUHS.

CATEGORIES OF RECORDS IN THE SYSTEM:

Information contained in the system includes: Name, SSAN, Pay Grade, Number of Withholding Exemptions, Gross and Net Pay, Other Earnings and Leave Information (including Time and Attendance Records).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Section 136.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

The system will produce data for budget purposes and as backup information for audits.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The information will be stored as computer printout.

RETRIEVABILITY:

The system will be indexed by name.

SAFEGUARDS:

The information will be available for personnel in the Civilain Personnel/Manpower Directorate of the USUHS or other personnel who have demonstrated need to know, e.g., auditors, Congress, etc. The material will be stored in metal file containers.

RETENTION AND DISPOSAL:

The records will be maintained for one year and then destroyed by burning.

SYSTEM MANAGER(S) AND ADDRESS:

The responsible official in the USUHS for the Civilian Pay System is the Director of Civilian Personnel Manpower, 4301 Jones Bridge Road, Bethesda, Maryland 20014. Telephone: 202-295-3379.

NOTIFICATION PROCEDURE:

Any inquiries should be directed to the Civilian Personnel/Manpower Directorate at the above address.

RECORD ACCESS PROCEDURES:

Information may be accessed in person at the above address. Requests for change to the information must be made in writing at the above address.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Computerized pay records from Bolling Air Force Base Accounting and Finance Office.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

WUSU03

SYSTEM NAME:

Uniformed Services University of the Health Sciences (USUHS) Student Record System.

SYSTEM LOCATION:

The file will be maintained in the Registrar's Office, USUHS, 4301 Jones Bridge Road, Bethesda, Maryland 20014.

Supplemental files consisting of student evaluation forms, grades, and course examinations pertaining to their department will be maintained in each department by departmental chairmen, as well as in the Registrar's Office.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records will be maintained on all students who martriculate to the University.

CATEGORIES OF RECORDS IN THE SYSTEM:

Grade reports and instructor evaluations of performance/achievement; transcripts summarizing by course title, grade, and credit hours; records of awards, honors or distinctions earned by students; and data carried forward from the Applicant File System, which includes records containing personal data, e.g., name, rank, Social Security Number (SSN), undergraduate school, academic degree(s), current addresses, course grades, and grade point average from undergraduate work and other information as furnished by nonGovernment agencies such as the American Medical College Admission Service which certifies all information prior to being submitted to the University.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Public Law 92-426, Chapter 104, Section 2114.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

The system will be used for: recording internships, residencies, type of assignment and other career performance data on USUHS graduates; providing academic data to each student upon request, e.g., transcripts, individual course grades, grade point average, etc.; providing academic data within the Uniformed Services University of the Health Sciences for official use only purposes; and providing data to the respective Surgeons General when a specific and authorized need requires it.

EXTERNAL USERS, USES, AND PURPOSES

Academic data may be provided to other educational institutions upon the written request of a student.

For other external uses, see Uniformed Services University of the Health Sciences (USUHS) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records infile folders are stored at USUHS, supported by automated copies of subsets of each student's folder, which are maintained on magnetic tape and disk at the Air Force Data Services Center (AFDSC) in the Pentagon, Washington, D.C.

RETRIEVABILITY:

The system will be indexed by name and Social Security Number (SSN). Also any combination of data in the file can be used to select individual records. Only personnel in the Office of the Registrar will be provided with the password that allows access to the data, and those individuals are authorized access to all data in the file.

SAFEGUARDS:

Current hardcopy records, prior to processing for computer storage are retained in a safe located in a limited access area at the University. The initial source of automated data on each student is transferred directly from the admission system, WUSU04, when each new class is admitted. Only data for enrolled students is transferred. Teaching facility, instructor, course, and grade information are entered by Registrar personnel as they are received. Transcripts, Course Rosters, and Grade reports are produced at the terminal upon request by the Registrar's personnel. Approved special requests for data can be supported by ad hoc inquiry. Any combinations of data can be used to select individual records for special processing.

The computer facility is operated by the Air Force Data Services Center, the Pentagon, Washington, D.C. The computer hardware, disks, tapes and other materials are secured in an alarmed controlled and guarded area. Access is via access list, escort, or controlled dial-in to the unclassified computers, located in the center. Dial-in access for all system users is password controlled.

All access to AFDSC computers is via user identification and sign-on password, whether from a hardwired terminal or dial-in terminal. Computer software ensures that only properly identified users can access the Privacy Act files on this system. Passwords are changed semiannually, or upon the departure of any person knowing the password.

Hardcopy files are stored at the University, and computer files are stored on magnetic tape and disc at the Air Force Data Services Center in the Pentagon, Washington, D.C. The remote terminal retains no data.

The automated system is operated by Data Base Management System. In addition to the sign-on password, this system allows a user to access only those specific files authoried that user. Only Registrar personnel will be given the password and identification information needed to access the fields in the data base, while the file is primarily indexed on Social Security Number (SSN), and name, any combination of fields and data within fields can be used to select individual records.

RETENTION AND DISPOSAL:

Records will be maintained permanently.

SYSTEM MANAGER(S) AND ADDRESS:

The Registrar, USUHS, 4301 Jones Bridge Road, Bethesda, Maryland 20014.

NOTIFICATION PROCEDURE:

Information may be obtained from: Registrar, USUHS, 4301 Jones Bridge Road, Bethesda, Maryland 20014. Telephone: 202-295-3197.

RECORD ACCESS PROCEDURES:

Requests to review individual student's records may be made by telephone or visit to the Registrar's Office, USUHS, 4301 Jones Bridge Road, Bethesda, Maryland 20014.

Written requests should include name, Social Security Number (SSN), and dates attended.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information is furnished by instructor personnel; the individual concerned; the National Board of Medical Examiners; and the Applicant File System.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

WUSU04

SYSTEM NAME:

Uniformed Services University of the Health Sciences (USUHS) Applicant Record System.

SYSTEM LOCATION:

A central applicant record file will be maintained at the USUHS Admission Office, 4301 Jones Bridge Road, Bethesda, Maryland 20014.

A Supplemental file consisting of summary data on each applicant to be derived from data collected in the central file, will be stored on magnetic tape and maintained at the Pentagon Computer Center, Washington, D.C.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records will be maintained on all individuals applying for admission.

CATEGORIES OF RECORDS IN THE SYSTEM:

Identity and demographic information (e.g., SSAN, name, sex, minority status, address, birth date, citizenship, etc.); Academic and aptitudinal background data consisting of: (1) Schools attended, (2) Degrees earned, (3) GPA for college and graduate work, (4) course hours completed in college and graduate school, (5) Medical College admission test scores and percentiles; information regarding work experience, socioeconomic background, hobbies, extracurricular involvements in college, community/service activities, honors, and awards achieved, and professional and/or societal contributions; Letters of reference; biographies; personal statements (autobiographical in nature); service preference statement; interview evaluations; test results and personality inventory scores on instruments used to assess noncognitive potential and aptitude; official college transcripts and health data. Unsolicited information provided by applicants will also normally be retained when such information pertains to the matters described above.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Public Law 92-426, Ch 104, Section 2114.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

The system will be used for selecting students to USUHS, and conducting studies of the selection process.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and magnetic tape.

RETRIEVABILITY:

The central file will be indexed by name. The computer file will be sequenced by SSAN, with data retrievable by any single or combination of variables stored, e.g., sex minority status, ranking by academic performance, ranking by test achievement, state of residence, college attended, etc.

SAFEGUARDS:

All material will be maintained in metal rotary files in a securable office; the satellite file on disks, securely stored at the Pentagon Computer Center.

RETENTION AND DISPOSAL:

Records of applicants who matriculate to the school will be converted to students records and maintained permanently. Records of applicants who do not matriculate will be retained for five years and then destroyed by burning. Portions of the record may be retained on magnetic tape for longer periods.

SYSTEM MANAGER(S) AND ADDRESS:

The USUHS officer who will be responsible for the Applicant Record System is the Assistant Dean for Academic Support (business address: 4301 Jones Bridge Road, Bethesda, Maryland 20014).

NOTIFICATION PROCEDURE:

Inquiries regarding the system should be directed to the Assistant Dean for Academic Support, 4301 Jones Bridge Road, Bethesda, Maryland 20014. Telephone: 202-295-3101.

RECORD ACCESS PROCEDURES:

Request for access for an individual's file should be made by either writing or calling the Assistant Dean for Academic Support.

For written requests the information should contain the full name of the individual, current address and telephone number.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

The bulk of the information in the system will be furnished by the applicants. It will be either prepared by them personally, or submitted by other individuals/agencies in their behalf at their (the applicants') specific request. The remaining elements of the systems, the data not furnished by the applicants, will consist of evaluative records prepared and developed by admissions personnel based on interviews, school administered tests, and analysis of applicant records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

WUSU05

SYSTEM NAME:

USUHS Graduate and Continuing Medical Student Records

SYSTEM LOCATION:

Office of the Assistant Dean for Graduate and Continuing Education, Uniformed Services University of the Health Sciences, (USUHS), 4301 Jones Bridge Road, Bethesda, Maryland 20814. Supplementary files, consisting of student evaluation forms, grades, and course examinations pertaining to their department, are maintained in each USUHS department by departmental chairpersons.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records are maintained on all students who apply for or matriculate in the Graduate Education and Continuing Medical Education programs at the University.

CATEGORIES OF RECORDS IN THE SYSTEM:

Grade reports and instructor evaluations of performance/achievement; educational records listed by course title, grade, and credit hours; records of awards, honors, or distinctions earned by students; and data carried forward from the application, which includes records containing personal data, e.g., name, rank, social security number (SSN), undergraduate school, academic degree, current addresses, course grades, and grade point average from undergraduate work; letters of recommendation; and other information as furnished by non-government agencies such as the Educational Testing Service.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Section 2114.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

The system is used for: record types of assignment, program participation, and other student performance data and participation in continuing education programs; provide academic data to each student upon request (such as, individual course grades and grade point averages); provide academic data within the USUHS for official purposes; and provide data to the respective Department of Defense component Surgeon Generals when a specific and authorized need exists.

EXTERNAL USERS, USES, AND PURPOSES

Academic data may be provided to other educational institutions upon the written request of a student. Also see blanket routine uses at the beginning of the USUHS listing of system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders are stored at Uniformed Services University of the Health Sciences (USUHS). These are supported by automated copies of subsets of each student's folder, which are maintained on magnetic tapes and disks at the Office of Computer Operations, USUHS, Bethesda, Maryland 20814.

RETRIEVABILITY:

The system is indexed by name and social security number (SSN). Also, any combination of data in the file can be used to select individual records. Only personnel in the Office of the Assistant Dean for Graduate and Continuing Education, USUHS, with an official need for the data are provided with the password that allows access.

SAFEGUARDS:

The files are maintained in secured file cabinets located in a limited access area of the University. The computer hardware, disks, tapes and other materials are secured in locked cabinets in a controlled and guarded area. Computer access is via controlled dial-in and is password controlled. Passwords are changed semiannually, or upon the departure of any person knowing the password.

The automated system is operated by Office of Computer Operations, USUHS, and only personnel with an official need to know are given the password and user identification information needed to access the computer system. While the file is primarily indexed by social security number (SSN) and name, any combination of fields and data can be used to select individual records.

RETENTION AND DISPOSAL:

Records on disenrolled and nonselected individuals are maintained for three years. Records on matriculated students will be maintained permanently.

SYSTEM MANAGER(S) AND ADDRESS:

The Assistant Dean for Graduate and Continuing Education, USUHS, 4301

Jones Bridge Road, Bethesda, Maryland 20814.

NOTIFICATION PROCEDURE:

Information may be obtained from: Assistant Dean for Graduate and Continuing Education, USUHS, 4301 Jones Bridge Road, Bethesda, Maryland 20814. Telephone: 202/295-3106.

RECORD ACCESS PROCEDURES:

Requests to review individual students' records should be made in writing to the Office of the Assistant Dean for Graduate and Continuing Education, USUHS, 4301 Jones Bridge Road, Bethesda, Maryland 20814. Written requests must include name, social security number and dates of attenndance or application.

CONTESTING RECORD PROCEDURES:

The rules for access to records and for contesting contents and appealing initial determination by the individual concerned are contained in 32 CFR 286b (See also OSD Administrative Instruction Number 81).

RECORD SOURCE CATEGORIES:

Information is furnished by the individual concerned; instructor personnel; the Graduate Records Examination; the applicant for admission and registration material for continuing medical education courses; the applicable department; the USUHS Graduate Committee; and the Office of the Assistant Dean for Graduate and Continuing Education, USUSH.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

WUSU06

SYSTEM NAME:

USUHS Family Practice Medical Records

SYSTEM LOCATION:

Student Health Clinic, Uniformed Services University of the Health Sciences (USUSH), 4301 Jones Bridge Road, Bethesda, Maryland 20814.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records will be maintained on medical students, military retirees, military active duty personnel and their dependents.

CATEGORIES OF RECORDS IN THE SYSTEM:

Medical charts, results of laboratory tests, physical examinations, patients' medical histories.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Secitons 133, 1071 through 1087, 2114, 5031, and 8012 and Executive Order 9397.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

Physicians and nurses use the medical charts in the diagnosis and treatment of patients. Medical charts contain results of laboratory tests, medical examinations, and patients' medical histories. Medical Clerks file, retrieve and keep the records up to date by adding new material, when appropriate.

EXTERNAL USERS, USES, AND PURPOSES

Files are retained until departure of patient; the record is then given to the patient.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Medical records are stored in folders.

RETRIEVABILITY:

Medical records are filed by Social Security Number.

SAFEGUARDS:

Records are maintained in metal files cabinets which are kept locked when not in use. The cabinets are stored in a controlled area.

RETENTION AND DISPOSAL:

Files are retained until departure of patient; and then are given to the patient.

SYSTEM MANAGER(S) AND ADDRESS:

Chairman, Department of Family Practice, Uniformed Services University of the Health Sciences, 4301 Jones Bridge Road, Bethesda, Maryland 20814.

NOTIFICATION PROCEDURE:

Records are maintained only on individuals who seek treatment. Contact system manager for notification procedures.

RECORD ACCESS PROCEDURES:

Information as to exact access procedures may be obtained from the System Manager. The rules for record access are in accordance with Air Force Regulation 168-4, 'Administration of Medical Activities, patient Administration,' Chapter 12, 'Outpatient Records.'

CONTESTING RECORD PROCEDURES:

The rules for contesting may be obtained from the System Manager. The rules are in accordance with Air Force Regulation 168-4, Chapter 12.

RECORD SOURCE CATEGORIES:

Patients, doctors, other medical professionals and test results.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

WUSU07

SYSTEM NAME:

USUHS Grievance Records.

SYSTEM LOCATION:

Civilian Personnel/Manpower Directorate, Uniformed Services University of the Health Sciences (USUHS), Department of Defense, Bethesda, Maryland 20814.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current or former Federal employees who have submitted grievances in accordance with Title 5, United States Code Section 2302 and 7121.

CATEGORIES OF RECORDS IN THE SYSTEM:

The system contains records relating to grievances filed by USUHS employees under 5 U.S.C. Section 2302 and 5 U.S.C. Section 7121. These case files contain all documents related to the alleged grievance, including statements of witnesses, reports of interviews and hearings, examiners findings and recommendations, a copy of the original and final decisions, and related correspondence and exhibits.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, United States Code Sections 2302 and 7121.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

INTERNAL USERS, USES, AND PURPOSES

This information is used by the USUHS in the creation and maintenance of records of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained and for related work force studies. While published statistics and studies no not contain individual identifiers, in some instances the selection of elements is such that individuals could be identified by reference.

EXTERNAL USERS, USES, AND PURPOSES

These records and information in these records are used:

To disclose pertinent information to the appropriate Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order, when there are indications of a violation or potential violation of civil law, criminal law or regulation.

To disclose information to any source from which additional information is requested in the course of processing a grievance, to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, and identify the type of information requested.

To disclose information to a Federal agency, in response to its request, in connection with the hiring or retention of an employee; the issuance of a security clearance; the conducting of a security or suitability investigation of an individual; the classifying of jobs; the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to requesting the Agency's decision on the matter.

To provide information to a Congressional office from the record of an individual, in response to a Congressional inquiry made at the request of that individual.

To disclose information to another Federal agency or to a court when the Government is party to a judicial proceeding.

By the National Archives and Records Service (General Services Administration) in records management inspections conducted under authority of Title 44 United States Code Section 2906.

To disclose information to officials of the Merit Systems Protection Board, including the Office of the Special Counsel; the Federal Labor Relations Authority; and the Equal Employment Opportunity Commission, when requested in conjunction with their official activities.

To disclose in response to a discovery motion or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding.

To provide information to officials of labor organizations reorganized under the Civil Service Reform Act when relevant and necessary to their duties, exclusive representation concerning personnel policies, practices, and matters affecting work conditions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records are maintained in file folders.

RETRIEVABILITY:

Records are retrieved by the names of the individual about whom the records are maintained.

SAFEGUARDS:

Records are maintained in locked file cabinets, with access restricted to authorized USUHS employees who have a demonstrated need-to-know.

RETENTION AND DISPOSAL:

Records are disposed of three years after closing of the case. Disposal is by shredding or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Civilian Personnel/Manpower, Uniformed Services University of the Health Sciences, 4301 Jones Bridge Road, Bethesda, Maryland 20814, Telephone: 202/295-3195.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager.

RECORD ACCESS PROCEDURES:

Information to access procedures may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination by the individual concerned are contained in 32 CFR 286b (See also OSD Administrative Instruction No. 81).

RECORD SOURCE CATEGORIES:

Information in this system of records is obtained from:

The individual about whom the record is maintained.

Testimony of witnesses.

Agency officials, and

Related correspondence from organizations or persons.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

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